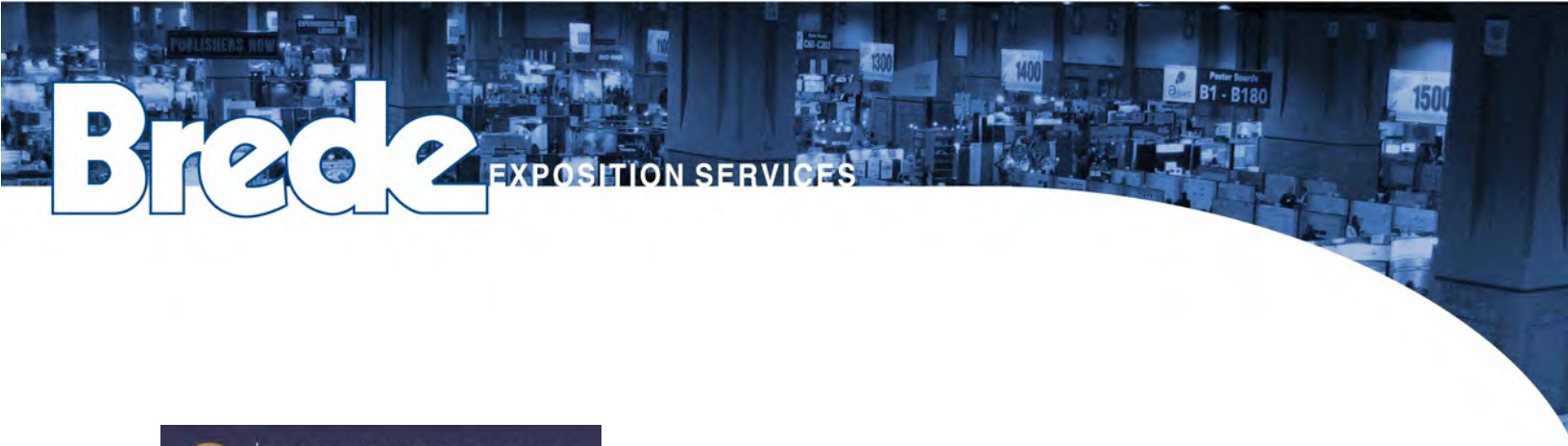


U.S. & Canadian Academy of Pathology
Hynes Convention Center
Boston, MA
March 21-27, 2015

Dear Exhibitor:

Brede National Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming ***U.S. & Canadian Academy of Pathology.*** We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's U.S. & Canadian Academy of Pathology Customer Service Representative at jalexander@brede.com or 301.937.8600.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise, and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

Brede

104th Annual Meeting of the United States and Canadian Academy of Pathology
Boston, MA – March 23-25, 2015 (exhibit dates)

REQUEST FOR APPROVAL OF GIVEAWAY ITEMS

COMPANY NAME_____**BOOTH #:**_____

ADDRESS_____

CITY & STATE_____**ZIP CODE**_____

CONTACT_____**TITLE**_____

EMAIL ADDRESS_____ **FAX**_____

Per the Rules and Regulations outlined in the 2015 USCAP Exhibit Prospectus, giveaway items will be limited to those ***items relevant to the professional interests of the registrants. Items should be something useful in a laboratory or as an office desk item.***

Examples of ***relevant*** *items are:* **mouse pads, pens, note pads, calendars.**

Examples of ***Non-Relevant*** *Items are:* **T-shirts, stuffed animals, sunglasses.**

Items must have a value of $10.00 or less per item. All giveaway items and handouts, with the exception of literature, must have the written approval of the Academy prior to the meeting.

Such requests must be submitted by **Friday, February 20, 2015**. Requests received after February 20 may not be approved. The Academy will request removal of unapproved items. Exhibitors may not sell, serve, or dispense any food or beverage on the exhibit floor. **Surveys, contests, lotteries, raffles or games of chance are prohibited.** For further details on Prohibited Promotional Practices please refer to your Exhibitor Prospectus available online at http://www.herlitz.com/herlitz-events.

If you are planning to distribute anything other than literature from your exhibit booth, please complete this form and return it to us prior to the **February 20, 2015** deadline.

Description of proposed giveaway item: _____

_____

_____

_____

FOR OFFICE USE ONLY

Approved_____
Exhibit Management

Date_____

Please Complete and Return to :
The Herlitz Company, Inc.
1890 Palmer Ave., Ste.202A
Larchmont, NY 10538-3031
Fax: 914/833-0929
E-mail: kris@herlitz.com

2015 Mailing List Rental and Order Form
For USCAP 2015 Exhibitors

Please complete this form, with a sample copy of the mailing piece, and return it to: Carolyn Lane, United States and Canadian Academy of Pathology, 404 Town Park Blvd.; Ste. 201, Evans, GA 30809. Tel (706) 733-7550; FAX (706) 733-8033; email: carolyn@uscap.org.

Agreement between the vendor, United States and Canadian Academy of Pathology ("USCAP"), and buyer, _____ that the mailing list will be used according to the following terms:

1. The names and addresses in the file are property of the United States and Canadian Academy of Pathology.
2. The mailing list is sold to exhibitors for mailing of approved mailing pieces only.
3. The mailing list is comprised of street addresses only and **no e-mail addresses are included**.
4. The mailing labels are for a one-time use only. The names and addresses must not be duplicated, reproduced, retained, resold or re-used.
5. The Academy is not responsible for companies who print pieces that are not approved or for any returned mail.
6. Permission for additional uses may be requested in writing. Charges for additional use will apply.
7. No permission is granted to use the information for any other purpose, including sale, license, or transfer to third parties.

The undersigned agrees with the above terms regarding the use of the mailing list containing contact information of USCAP meeting registrants.

_____ _____
Signature Date

_____ _____
Name of buyer Organization

Street Address:_____

City:_____ State:_____ Zip:_____

Phone:_____ Fax:_____

Email Address:_____List required by date:_____

Available Formats and Price:

- ☐ **Pre-Registration List** excel file via email to above email address @ $700
- ☐ **Pre Registration List** ascii text via email to above email address @ $700

The Pre-registration List will be available after December 12, 2014. Orders are fulfilled within approximately 7 working days from the time the order is received unless otherwise requested. Use of this order form expires March 6, 2015.

Payment: Payment (check or credit card) should accompany the Mailing List Order Form.

Credit Card Authorization: MC____ VISA____ AMEX____ Discover____

Card Number:_____ Expiration:_____

Amount $_____ Name on Card:_____ Signature:_____

U.S. & Canadian Academy of Pathology

Hynes Convention Center
Boston, MA
March 21-27, 2015

Brede EXPOSITION SERVICES

Brede Customer Service

- *301.937.8600 Fax 301.937.2952 e-mail: jalexander@brede.com*
- *Office Hours: 9:00 AM - 5:00 PM (eastern time)*
- *No telephone orders accepted; please complete and submit your order and credit card information to Brede.*

Show Management

- Kristofer Herlitz
- 914.833.1979 (phone) / 914.833.0929 (fax)
- inforequest@herlitz.com

Booths

Each 10' booth includes:

- 8' high back drape
- 3' high side drape
- (1) one-line booth ID sign with booth number

Drape Colors: Blue / Grey / White Aisle Carpet Color: Blue

The exhibit hall is not carpeted. Carpet or flooring is mandatory for all exhibitors. Exhibitors may bring their own floor covering or rent carpet through Brede National Exposition Services using the *Carpet Requirement* form. If no carpet is ordered or provided, per show management, carpet will be installed at the exhibitor's expense

Material Handling

Advance to Warehouse

Late to warehouse changes apply after: March 13, 2015

TO: Exhibiting Company Name and Booth #
FOR: U.S. & Canadian Academy of Pathology
Brede National Exposition Services
c/o ABF
150 Manley Street
W. Bridgewater, MA 02379

Direct to Show Site

Exhibitor Move-in begins: March 21, 2015

TO: Exhibiting Company Name and Booth #
FOR: U.S. & Canadian Academy of Pathology
c/o Brede National Exposition Services
Hynes Convention Center
900 Boylston Street
via Cambria Street Loading Dock
Boston, MA 02115

Exhibitor Schedule

Exhibitor Move-in:	Saturday	March 21, 2015	8:00 AM	—	4:00 PM
	Sunday	March 22, 2015	8:00 AM	—	4:00 PM
Show Hours:	Monday	March 23, 2015	9:30 AM	—	4:30 PM
	Tuesday	March 24, 2015	9:30 AM	—	4:30 PM
	Wednesday	March 25, 2015	9:00 AM	—	4:00 PM
Exhibitor Move-out:	Wednesday	March 25, 2015	4:00 PM	—	10:00 PM
	Thursday	March 26, 2015	8:00 AM	—	12:00 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **9:00 AM on Thursday, March 26, 2015.**

Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.

Find more on Brede.com

phone *301.937.8600*
fax *301.937.2952*
e-mail *jalexander@brede.com*

Show Details

Brede EXPOSITION SERVICES

U.S. & Canadian Academy of Pathology

UNITED STATES & CANADIAN ACADEMY OF PATHOLOGY
LEADING PATHOLOGY EDUCATIONAL EXCELLENCE

Hynes Convention Center
Boston, MA
March 21-27, 2015

Information Form

Please make your show site representative aware of the following policies.

Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Carpet and furnishings rentals	**March 6, 2015**
Custom exhibits rentals	**March 6, 2015**
Labor orders	**March 6, 2015**

- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	**March 13, 2015**
Shipments to show site to arrive no sooner than:	**March 21, 2015**

Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express and Int'l Bank Transfers to Brede/National Inc., ***** Account Information will be provided upon request *****
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless noted on order form.
- No adjustments will be made after close of the show.

Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars ($).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede National Exposition Services.

Payment & Pricing Policies

phone *301.937.8600*
fax *301.937.2952*
e-mail *jalexander@brede.com*

Brede EXPOSITION SERVICES

U.S. & Canadian Academy of Pathology

United States & Canadian Academy of Pathology
Leading Pathology Educational Excellence

Hynes Convention Center
Boston, MA
March 21-27, 2015

Required Form

This form must accompany any completed order form(s) submitted to Brede.
Payment Method must be completed to process orders.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 6, 2015

Order Summary

Carpet	$	
Tables & Accessories	$	
Brede Rental Exhibits	$	
Material Handling	$	
Mobile Equipment	$	
Labor	$	
Forklift	$	
Hanging Sign	$	
Graphics	$	
Total Due	$	

Payment Method

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede National Exposition Services.

☐ Third Party Payer

☐ Tax Exempt
include certificate

Our Federal ID #
04-3215069

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede National Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of $25.00.
- Please include **U.S. & Canadian Academy of Pathology** and booth number on all payments.

Check Number _____ Dated _____ Amount _____

Exhibiting Company

Company: _____ Contact: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Order Summary / Payment Method

Brede EXPOSITION SERVICES

U.S. & Canadian Academy of Pathology

United States & Canadian Academy of Pathology
Leading Pathology Educational Excellence

Hynes Convention Center
Boston, MA
March 21-27, 2015

Required Form

This form must accompany any completed order form(s) submitted to Brede.
A credit card must be on file prior to the delivery of any goods or services.
Orders received without full payment or credit card information will not be processed.

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede National Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

Credit Card

I authorize Brede National Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a $25.00 service charge will be added.

☐ Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

VISA MC AMEX | | | | | | | | | | | | | | | |

EXP | | | |

Credit Card Authorization

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

United States & Canadian Academy of Pathology

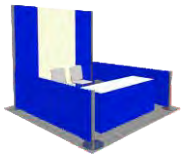
LEADING PATHOLOGY EDUCATIONAL EXCELLENCE

STANDARD EXHIBIT PACKAGES:

104TH ANNUAL MEETING - HYNES CONVENTION CENTER - MARCH 21 - 27, 2015

Option A

1 - 10' x 10' Curtained Booth

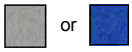


1 - 7" x 44" Booth ID Sign

1 - 6' (30" High) Draped Table

2 - Side Chairs

1 - 10' Carpet

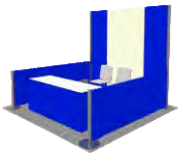


1 - Waste Basket

Standard Exhibit, Furniture and Accessories Listed: $562.00

Option B

1 - 10' x 10' Curtained Booth

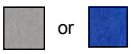


1 - 7" x 44" Booth ID Sign

1 - 6' (30" High) Draped Table

2 - Side Chairs

1 - 10' Carpet



1 - Waste Basket

All Items and Services Listed in Option A + 300lbs. of Advance Warehouse Drayage/Freight Service: $865.00

Brede NATIONAL EXPOSITION SERVICES

U.S. & Canadian Academy of Pathology

Hynes Convention Center
Boston, MA
March 21-27, 2015

Brede EXPOSITION SERVICES

Order Form

Submit this form to take advantage of Brede's booth package option.
Please select your color preference for the provided draped table.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 6, 2015

Option A

Option A

Qty	*Item*
(1)	10' x 10' Curtained Booth
(1)	7" x 44" Booth ID Sign
(1)	6' (30" High) Draped Table
(2)	Side Chairs
(1)	Waste basket
(1)	10' Carpet ☐ Grey ☐ Blue

$ 562.00

Option B

Option B

Qty	*Item*
(1)	10' x 10' Curtained Booth
(1)	7" x 44" Booth ID Sign
(1)	6' (30" High) Draped Table
(2)	Side chairs
(1)	Waste basket
(1)	10' Carpet ☐ Grey ☐ Blue
	300lbs of Advance Warehouse Drayage/Freight Services

$ 865.00

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

6.25% MA Tax $ _____

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Standard Exhibitor Booth Packages

United States & Canadian Academy of Pathology

LEADING PATHOLOGY EDUCATIONAL EXCELLENCE

HARDWALL/SYSTEM EXHIBIT PACKAGES:

104TH ANNUAL MEETING - HYNES CONVENTION CENTER - MARCH 21 - 27, 2015

Custom Graphic Panel Sizes:

- **Back Wall Panel 1** 38.125" x 94.5"
- **Back Wall Panel 2** 38.125" x 94.5"
- **Back Wall Panel 3** 38.125" x 94.5"
- **Header Panel** 12" x 116.125"

(E-mail jalexander@brede.com for graphic requirements)

Option C

1 - 10' x 10' Hardwall Exhibit	
1 - 3m Company Header	Your Company Name
1 - 6' (30" High) Draped Table	
2 - Side Chairs	
1 - 10' Carpet	Grey or Blue
1 - Waste Basket	

Hardwall Exhibit, Furniture & Accessories Listed: $3,100.00

Option D

1 - 10' x 10' Hardwall Exhibit	
1 - 3m Company Header	Your Company Name
1 - 6' (30" High) Draped Table	
2 - Side Chairs	
1 - 10' Carpet	Grey or Blue
1 - Waste Basket	

All Items and Services Listed in Option C + 300lbs. of Advance Warehouse Drayage/Freight Service: $3,335.00

Brede NATIONAL EXPOSITION SERVICES

Brede EXPOSITION SERVICES

U.S. & Canadian Academy of Pathology

Hynes Convention Center
Boston, MA
March 21-27, 2015

Order Form

Submit this form to take advantage of Brede's booth package option.
Please select your color preference for the provided draped table.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 6, 2015

Option C:

Option C

Qty	*Item*
(1)	10' x 10' System Hardwall Exhibit
(1)	3m Company Header
(1)	6' (30" High) Draped Table
(2)	Side chairs
(1)	10' Carpet ☐ Grey ☐ Blue
(1)	Waste basket

$ 3,100.00

Option D

Option D

Qty	*Item*
(1)	10' x 10' System Hardwall Exhibit
(1)	3m Company Header
(1)	6' (30" High) Draped Table
(2)	Side chairs
(1)	10' Carpet ☐ Grey ☐ Blue
(1)	Waste basket
	300lbs of Advance Warehouse Drayage/Freight Services

$ 3,335.00

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

6.25% MA Tax $ _____

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Hardwall / System Exhibit Packages

Brede EXPOSITION SERVICES

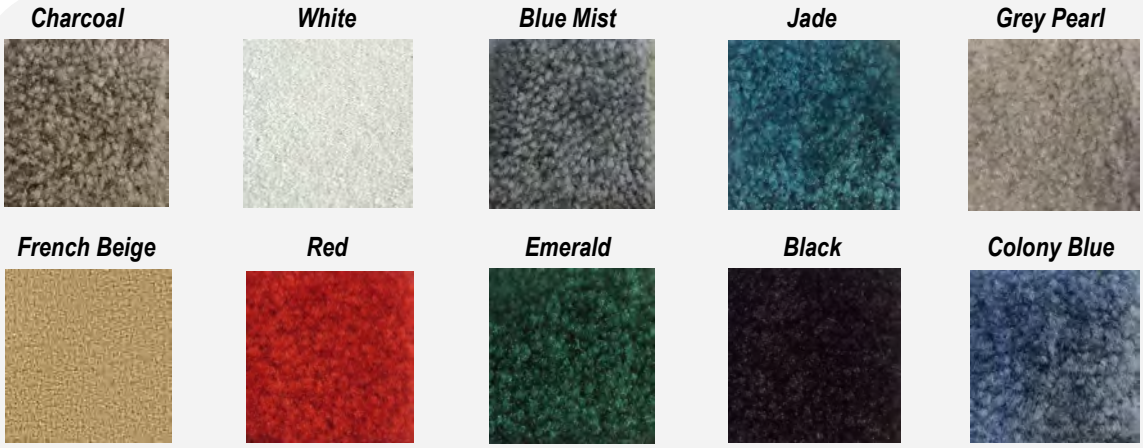
U.S. & Canadian Academy of Pathology

United States & Canadian Academy of Pathology
Leading Pathology Educational Excellence

Hynes Convention Center
Boston, MA
March 21-27, 2015

Standard Carpet Colors

Plush Custom Carpeting



Display Table Drape Colors

Color Guide

Find more on Brede.com

phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com

Brede EXPOSITION SERVICES

U.S. & Canadian Academy of Pathology

UNITED STATES & CANADIAN ACADEMY OF PATHOLOGY
LEADING PATHOLOGY EDUCATIONAL EXCELLENCE

Hynes Convention Center
Boston, MA
March 21-27, 2015

Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.
Enter the Carpet Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 6, 2015

Carpet Requirement

The exhibit hall is not carpeted. **Carpet is required for this show.**

Find more on Brede.com

☐ We are providing our own carpet. *Please select shipment method:*

☐ Advance Warehouse ☐ Direct to Show Site

Standard Carpeting

Select from Standard Colors *(if no color is selected, show colors will prevail.)*

☐ **Black** ☐ **Blue** ☐ **Teal** ☐ **Gold** ☐ **Burgundy**
☐ **Red** ☐ **Plum** ☐ **Grey** ☐ **Forest Green**

Qty	*Size*		*Advance*	*Standard*	*Subtotal*
_____	10' Carpet		$ 238.00	$ 309.25	$ _____
_____	20' Carpet		$ 476.00	$ 618.50	$ _____
_____	30' Carpet		$ 714.00	$ 927.75	$ _____
_____	40' Carpet		$ 952.00	$ 1,237.00	$ _____
_____	Full Coverage	_____ x _____ = _____ sq. ft *(100 sq. ft. minimum)*	$ 7.50 *per sq. ft.*	$ 9.75 *per sq. ft.*	$ _____

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft	$ 2.00 *per sq. ft.*	$ 2.75 *per sq. ft.*	$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft	$ 1.50 *per sq. ft.*	$ 2.00 *per sq. ft.*	$ _____

Plush Custom Carpeting

Select from Custom Colors

☐ **Charcoal** ☐ **White** ☐ **Blue Mist** ☐ **Jade** ☐ **Grey Pearl** ☐ **French Beige**
☐ **Red** ☐ **Emerald** ☐ **Black** ☐ **Colony Blue**

_____	Full Coverage	_____ x _____ = _____ sq. ft *(100 sq. ft. minimum)*	$ 8.50 *per sq. ft.*	$ 11.25 *per sq. ft.*	$ _____

- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

6.25% MA Tax $ _____

Carpet Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Carpet Requirement

Barstool with back

Padded arm chair

Padded side chair

Swivel chair

Pedestal table 18”x 30”

Pedestal table 30” x 30”

Pedestal table 42” x 30”

Cocktail table

Bag Rack

Floor Easel

Literature Rack

Sign Stand 22” x 28”

Waterfall Rack

Brede EXPOSITION SERVICES

U.S. & Canadian Academy of Pathology

United States & Canadian Academy of Pathology — Leading Pathology Educational Excellence

Hynes Convention Center
Boston, MA
March 21-27, 2015

Order Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.
Enter the Table & Accessories Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 6, 2015

Find more on Brede.com

Tables

Qty	Item	Advance	Standard	Subtotal
	30" High Display Tables (includes white vinyl top, 3 side drape)			
____	4' x 2' draped table	$ 192.00	$ 249.50	$ ____
____	6' x 2' draped table	$ 210.00	$ 273.00	$ ____
____	8' x 2' draped table	$ 240.00	$ 312.00	$ ____
____	4th side drape	$ 72.00	$ 93.50	$ ____
____	4' x 2' undraped table	$ 111.50	$ 145.00	$ ____
____	6' x 2' undraped table	$ 130.75	$ 170.00	$ ____
____	8' x 2' undraped table	$ 150.00	$ 195.00	$ ____
	42" High Display Tables (includes white vinyl top, 3 side drape)			
____	4' x 2' draped table	$ 220.75	$ 287.00	$ ____
____	6' x 2' draped table	$ 266.50	$ 346.25	$ ____
____	8' x 2' draped table	$ 296.50	$ 385.25	$ ____
____	4th side drape	$ 84.00	$ 109.25	$ ____
____	4' x 2' undraped table	$ 138.00	$ 179.50	$ ____
____	6' x 2' undraped table	$ 156.00	$ 202.75	$ ____
____	8' x 2' undraped table	$ 170.50	$ 221.50	$ ____
	12" Tabletop Risers (includes white vinyl top)			
____	4' x 12" draped riser	$ 99.50	$ 129.50	$ ____
____	6' x 12" draped riser	$ 116.50	$ 151.25	$ ____

Accessories

Qty	Item	Advance	Standard	Subtotal
____	Padded Side Chair—Grey	$ 109.25	$ 142.00	$ ____
____	Padded Arm Chair—Grey	$ 153.50	$ 199.75	$ ____
____	Counter Stool with Back	$ 132.00	$ 171.50	$ ____
____	30" Pedestal Table ☐ 30" d ☐ 36" d	$ 184.75	$ 240.25	$ ____
____	42" Pedestal Table ☐ 30" d ☐ 36" d	$ 190.75	$ 248.00	$ ____
____	Coffee Table	$ 190.75	$ 248.00	$ ____
____	Waste basket	$ 36.00	$ 46.75	$ ____
____	Floor Easel	$ 49.25	$ 64.00	$ ____
____	Sign Stand 22" x 28"	$ 116.50	$ 151.25	$ ____
____	Coat Tree	$ 90.00	$ 117.00	$ ____
____	Bag Rack	$ 90.00	$ 117.00	$ ____
____	Literature Rack	$ 166.75	$ 216.75	$ ____
____	Garment Rack	$ 118.75	$ 154.50	$ ____
____	Tackboard 8'x4' (horizontal only)	$ 282.00	$ 366.50	$ ____
____	Perfboard 8' x 4' ☐ horizontal ☐ vertical	$ 282.00	$ 366.50	$ ____
____	3' high drapery (per ft)	$ 22.75	$ 29.75	$ ____
____	8' high drapery (per ft)	$ 28.75	$ 37.50	$ ____

Select Drape Color *(if no color is selected, show colors will prevail.)*

☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Burgundy ☐ White
☐ Red ☐ Plum ☐ Grey ☐ Forest Green

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ ____
6.25% MA Tax $ ____
Table Total $ ____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company ____

Booth Number ____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Tables & Accessories

U.S. & Canadian Academy of Pathology

Hynes Convention Center
Boston, MA
March 21-27, 2015

Brede EXPOSITION SERVICES

Order Form

Submit this form if you wish to rent a hardwall exhibit from Brede.
Please contact Brede if you would like to inquire about our Custom Rental Exhibits.
Enter the Rental Exhibits Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 6, 2015

Plan A: 10' N-Line Option Includes:

- Hardwall Panels
- Carpet
- (1) side chair
- (1) counter
- (2) shelves
- Header
- Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	$ 2,800.00	$ 3,430.00	$ _____
_____	Color Hardwall Panels	$ 3,100.00	$ 3,820.00	$ _____
_____	Velcro Compatible Panels	$ 3,200.00	$ 3,950.00	$ _____

Plan B: 20' N-Line Option Includes:

- Hardwall Panels
- Carpet
- (2) side chair
- (1) counter
- (4) shelves
- Header
- Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	$ 4,750.00	$ 5,890.00	$ _____
_____	Color Hardwall Panels	$ 5,050.00	$ 6,280.00	$ _____
_____	Velcro Compatible Panels	$ 5,250.00	$ 6,510.00	$ _____

Color Options:

Select Panel Color *(Hardwall Color/Velcro Panels)* ☐ Black ☐ Blue ☐ Grey

Select Carpet Color: ☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Red ☐ Plum ☐ Grey ☐ Burgundy ☐ Forest Green

Header Copy:

Header Copy ~ One line with block letters: _____

(Please print clearly. Logos, color, & special lettering available at an additional cost. Call for quote.)

Additional Options

Qty	Item	Advance	Standard	Subtotal
_____	Standard Counter 18"x39"x40"	$ 495.00	$ 605.00	$ _____
_____	Adjustable Shelves	$ 65.00	$ 84.50	$ _____
_____	Spot Lights (use w/ rental only)	$ 55.00	$ 71.50	$ _____

Additional booth furnishings can be found throughout manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.

Why Choose Custom?

Every exhibitor wishes to present a strong positive image of their company. What better way to do this than with a personalized exhibit?

Important Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

6.25% MA Tax $ _____

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Brede Rental Exhibits

Information Form

Brede National Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below. Please make your show site representative aware of the following policy.

Limitations of Brede National Exposition Services' Liability and Responsibility

1. Brede National Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede National Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede National Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede National Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede National Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede National Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede National Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede National Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede National Exposition Services is limited to $ .30 per pound per article, with a maximum of $50.00 per item, and a maximum of $1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede National Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede National Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede National Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede National Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede National Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede National Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

    The exhibitor agrees, in the event of a dispute with Brede National Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede National Exposition Services for Drayage or any other services provided by Brede National Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede National Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede National Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede National Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede National Exposition Services hereunder are based on the value of the material handling services and the scope of Brede National Exposition Services liability as set forth above.

Limits of Liability

phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com

Information Form

Brede National Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **March 13, 2015** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments, shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Material Handling Information

phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com

Brede EXPOSITION SERVICES

U.S. & Canadian Academy of Pathology

United States & Canadian Academy of Pathology
Leading Pathology Educational Excellence

Hynes Convention Center
Boston, MA
March 21-27, 2015

Information Form

Brede National Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Direct Shipments to Show site

Deadlines and Info

- Do not ship to the facility prior to **March 21, 2015.** Early shipments to show site may be refused. Brede National Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Find more on Brede.com

phone *301.937.8600*
fax *301.937.2952*
e-mail *jalexander@brede.com*

Material Handling Information

Information Form

Brede National Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below.
Please make your show site representative aware of the following information.

Material Handling Documentation

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: U.S. & Canadian Academy of Pathology
Brede National Exposition Services
c/o ABF
150 Manley Street
W. Bridgewater, MA 02379

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede National Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by March 13, 2015 to avoid late charges.**

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: U.S. & Canadian Academy of Pathology
c/o Brede National Exposition Services
Hynes Convention Center
900 Boylston Street
via Cambria Street Loading Dock
Boston, MA 02115

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede National Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than March 21, 2015 during move-in hours.**

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth**. Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

Find more on Brede.com

phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com

Material Handling Information

Brede EXPOSITION SERVICES

U.S. & Canadian Academy of Pathology

United States & Canadian Academy of Pathology
Leading Pathology Educational Excellence

Hynes Convention Center
Boston, MA
March 21-27, 2015

Order Form

Submit this form if you will be shipping materials to the advance warehouse or show site.
Use the rates and calculator below to estimate your material handling charges.
Enter the Material Handling Estimate below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

	Material Handling Rate *Rates below include any applicable OT charges per 100 lbs*
Description	**200 lb minimum charge**
Advance to Warehouse: Crated	$154.50
Direct to Show site: Crated	$150.50
Advance to Warehouse: Special Handling	$191.50
Direct to Show site: Special Handling	$186.50
Machinery Rates Direct to Show site ~ Single piece weighing greater than 5,000#	N/A

Additional Services	
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after **March 13, 2015** or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	$28.00 *per 100 lbs.*
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	$160.00 *round trip*
Special Services. Shipments returned to warehouse will be charged $15.00 per 100 lbs. with a $250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. • Storage fees prior to 30 days before show, or after 3 days following the show are $1.25 per 100 lbs. per day with a $35.00 minimum. On-site container storage for freight brought in by exhibitors is $30.00 per piece.	

Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight *CWT*		Rate *per CWT*		Estimated Cost *200 lb minimum*
					X		=	$
					X		=	$
					X		=	$
Transfer this total to the *Order Summary / Payment* form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.						**TOTAL**		$

Show Site Contact Name _____ Show Site Phone _____

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Material Handling Rates

Brede EXPOSITION SERVICES

U.S. & Canadian Academy of Pathology

United States & Canadian Academy of Pathology
Leading Pathology Educational Excellence

Hynes Convention Center
Boston, MA
March 21-27, 2015

Order Form

Submit this form if you wish to display a vehicle at show site.
This form must be received by Brede prior to vehicles being received.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 6, 2015

Fire Regulations

- Vehicles may only be displayed in accordance with local fire regulations and prior approval of Show Management.

Delivery

Day _____ Date _____ Time _____ ☐ A.M. ☐ P.M.

Rate

# Vehicles		Round Trip Spotting Fee		Subtotal
_____	X	$160.00	=	$ _____

- The Mobile Equipment rate applies to motorized vehicles only.
- If your equipment does not move under its own power, please call Brede for a price quote.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by Brede unless documentation is provided.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Mobile Equipment

phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com

Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

  For example:

  - 1 piece weighing 36 lbs. charged @ 200 lb. minimum x $154.50 per CWT = $309.00
  - 1 piece weighing 62 lbs. charged @ 200 lb. minimum x $154.50 per CWT = $309.00
  - 1 piece weighing 54 lbs. charged @ 200 lb. minimum x $154.50 per CWT = $309.00

  TOTAL cost of three shipments arriving *separately*: $927.00

  OR

  - 3 pieces totaling 152 lbs @ 200 lb minimum x $154.50 per CWT = $309.00

  TOTAL cost of one *consolidated* shipment: $309.00 ***Savings of $618.00***

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.

Material Handling Tips

phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com

Information Form

Please make your show site representative aware of the following move-in policy.

All exhibitor move-in is restricted to the Hynes Convention Center loading dock.

No exhibitors will be allowed access with any move-in materials via the Boylston Street or Prudential Mall Entrance.

Find more on Brede.com

phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o ABF

150 Manley Street

W. Bridgewater, MA 02379

U.S. & Canadian Academy of Pathology

Hynes Convention Center
Boston, MA
March 21-27, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

March 13, 2015

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o ABF

150 Manley Street

N. Reading, MA 01864

U.S. & Canadian Academy of Pathology

Hynes Convention Center
Boston, MA
March 21-27, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

March 13, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.
Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Hynes Convention Center
900 Boylston Street
Via Cambria Street Loading Dock
Boston, MA 02115

U.S. & Canadian Academy of Pathology

Hynes Convention Center
Boston, MA
March 21-27, 2015

Exhibitor _____

Booth _____

Do not deliver prior to:

March 21, 2015

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Hynes Convention Center
900 Boylston Street
Via Cambria Street Loading Dock
Boston, MA 02115

U.S. & Canadian Academy of Pathology

Hynes Convention Center
Boston, MA
March 21-27, 2015

Exhibitor _____

Booth _____

Do not deliver prior to:

March 21, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.

Brede EXPOSITION SERVICES

U.S. & Canadian Academy of Pathology

United States & Canadian Academy of Pathology
Leading Pathology Educational Excellence

Hynes Convention Center
Boston, MA
March 21-27, 2015

Order Form *Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.*

Requests must be submitted by: March 6, 2015

Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- **Do not leave Bills of Lading in your booth!**

Outbound Shipping Information

To: _____

Consigned to (Ship to:) _____

Attention: _____

Destination (Street Address): _____

City: _____ State: _____ Zip: _____

Method

Ground

☐ ABF ☐ Other Ground _____

Air

☐ ADCOM ☐ Other Air _____ ☐ Next Day ☐ 2nd Day ☐ Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____

Attention: _____

Permanent Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Shipping Labels Request

Label Request

# of Shipping Labels Requested: ____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Bill of Lading & Labels Request

A B F F R E I G H T S Y S T E M, I N C.®

TRUST YOUR IMPORTANT TRADE SHOW SHIPMENT WITH THE LEADER IN EXHIBIT TRANSPORTATION SERVICES

Your Recommended Carrier

ABF tradeshow®

On-Site...On-Time...Damage-Free

800-654-7019

Let ABF make your show the easiest you have attended.

Choose ABF guaranteed, expedited shipping solutions — air or ground with special show discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our trade show division at 800-654-7019.

On the floor and behind the scenes, **ABF Freight System, Inc.**® makes it happen with:

- Priority handling of your inbound and outbound shipment.
- Guaranteed expedited air and ground services.
- LTL ground transportation.
- International transportation.

tradeshow@abf.com

REQUEST FOR INFORMATION

ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name _____ **Booth Number** _____

Show Date _____ **Show City** _____

Contractor _____

Name _____ **Title** _____

Company _____

Street Address _____

P.O. Box _____ **City** _____ **State** _____

Zip (P.O. Box) _____ **Zip (Street Address)** _____

Phone _____ **Fax** _____ **E-mail** _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ **Number of Shows Per Year** _____

Normal Number of Exhibit Pieces _____ **Crates** _____ **Cartons** _____ **Cases** _____ **Carpet** _____

Would you like to be included on future mailings? ☐ **Yes** ☐ **No**

Would you like an ABF Trade Show coordinator to call you with a quote or information? ☐ **Yes** ☐ **No**

Please send me a detailed information packet on ABF's Trade Show Service. ☐

Please fax completed form back to 800-836-3320.

ABF Freight System, Inc. • Trade Show Services • P.O. Box 697 • Cherryville, NC 28021

ABF tradeshow®

On-Site...On-Time...Damage-Free

tradeshow@abf.com

(800) 654-7019

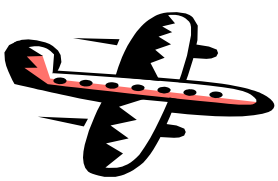
Brede National Recommended Air Freight Carrier!

ADCOM WORLDWIDE

As an **Exhibitor**, you have the opportunity to enjoy fast service and save money by using ***ADCOM WORLDWIDE*** convention shipping.

We offer the following services for your convenience:

- Next Day service
- 2 Day service
- Deferred Service
- Worldwide coverage
- Easy shipment processing
- Automatic *Proof of Delivery* by email
- Onsite support
- Simplified billing
- Pre-printed Bills of Lading & address labels supplied at no cost



For more information on ADCOM's services and to have a representative contact you for a quote on your shipment, please complete the information below and fax back to 703.684.3925:

Contact by: ☐ Email ☐ Fax ☐ Phone

Company: _____ Show: _____

Contact: _____ Booth #: _____

Address: _____

City: _____ St/Prov: _____ Zip: _____ Country: _____

Phone: _____ Fax: _____

Email: _____

ADCOM WORLDWIDE
Phone 1.703.684.1900 or 1.800.486.7447 • Fax 1.703.684.3925
5655-D General Washington Drive, Alexandria, VA 22312-2403
www.adcomworldwide.com • Email: eoppenheimer@adcomworldwide.com

Brede EXPOSITION SERVICES

U.S. & Canadian Academy of Pathology

UNITED STATES & CANADIAN ACADEMY OF PATHOLOGY
LEADING PATHOLOGY EDUCATIONAL EXCELLENCE

Hynes Convention Center
Boston, MA
March 21-27, 2015

Information Form

These definitions are provided in order to acquaint you with specific guidelines for labor. Trade shows, conventions, and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition

Material Handling

Exhibitors are allowed to perform their own drayage, provided that their freight is delivered in their privately owned vehicle (POV), they use their own bona fide company employees, and they bring the freight into the building and to their booth. POVs are defined as personally owned vehicles such as cars, vans, station wagons, SUVs, and box trucks less than 24' in length. Pick-ups with trailers attached are not to exceed 24' in length. Exhibitors must be able to unload/load within 20 minutes of positioning at the designated dock. Any vehicles left unattended may be towed. Venue security will strictly enforce the 20 minute time limit.

Freight being delivered to the loading dock by common carrier, van line, or any vehicle other than a POV must be unloaded and delivered by the official drayage contractor. *There is a charge for this service.* Fork lifts, electric pallet jacks, and pallet jacks may be used by the official drayage contractor only.

Booth Labor

Exhibitors are allowed to set-up and or dismantle their own booths, provided they use their own bona fide company employees who will be staffing the exhibit. Please advise them not to bring outside labor of any kind. Exhibitors who employ display houses or exhibit manufacturers to erect or dismantle their booths may have supervision sent in from their supplier. Supervisors of this type cannot physically erect the booth, unless they are members in good standing of Teamsters Local 25.

I. Exhibitors must use their own bona fide personnel or union personnel hired from Brede Exposition Services for installation and dismantling of exhibits.

OR

II. Non-official installation and dismantling contractors may provide supervision. Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must advise Brede Exposition Services in writing, thirty (30) days prior to setup of the show, of their intent to hire an outside installation and dismantle company or exhibit house to supervise, install, and dismantle their exhibit. The *Non-Official Contractor* form must be completed and returned no less than thirty (30) days prior to setup.
- Non-official contractors must furnish proof of adequate insurance, in the form of an original copy of a policy rider listing Brede Exposition Services as an additional insured, furnished by their broker to Brede Exposition Services' office no less than thirty (30) days in advance of actual installation dates.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives or emergency contact.
- All personnel must display proper identification at show site.

This statement and insurance rider are not required by the exhibitors who plan to setup and dismantle their own booths or equipment with their own employees.

Non-official installation and dismantle contractors will be allowed on the exhibit floor only during official installation & dismantling hours, and must be identified with a temporary work pass, either supplied by show management or the official service contractor.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture.

If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and necessary ladders and tools will be provided.

Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.

Labor Guidelines: Boston

phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com

Brede EXPOSITION SERVICES

U.S. & Canadian Academy of Pathology

United States & Canadian Academy of Pathology — Leading Pathology Educational Excellence

Hynes Convention Center
Boston, MA
March 21-27, 2015

Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 6, 2015

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

- Brede Supervision costs **30%** of total labor bill.
- There is a **$50.00** minimum charge for supervision per installation and dismantle.

Installation

Shipped:
☐ Warehouse
☐ Show site

Blueprints/Instructions:
☐ Attached
☐ with Display-Crate # _____

Shipment :
☐ Crates
☐ Boxes
☐ Carpet/Pad

Carpet:
☐ From Brede
☐ Shipped
☐ None

Electrical under carpet:
☐ Yes ☐ No

Location: _____

Delivery Date: _____

Special Equipment Required: _____

Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air
Other carrier*: _____

**Show site Bill of Lading prevails.*

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at Brede Service Desk at scheduled time.

☐ Check for Exhibitor Supervised Labor

Show site Contact: _____

Phone #: _____

Labor Rates

Straight Time *Monday-Friday 8:00a.m.-4:30p.m.*	$112.00 *per person per hour*
Overtime *Monday-Friday 4:30p.m.-8:00a.m. All day Saturday*	$168.00 *per person per hour*
Double Time *All day Sunday and observed union holidays*	$224.00 *per person per hour*

- One hour minimum per laborer. Labor is then charged in 1/2 hour increments per laborer.
- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A. Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

	Date Time	# Laborers Requested		Est. Hrs. per laborer		Total Hrs.		Rate* per person per hour		Subtotal		Brede Supervision (Subtotal X .30)		Estimated Cost
Installation	_____		X		=		X		=	$	+	$	=	$
Dismantle	_____		X		=		X		=	$	+	$	=	$

Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Labor

Brede EXPOSITION SERVICES

U.S. & Canadian Academy of Pathology

United States & Canadian Academy of Pathology
Leading Pathology Educational Excellence

Hynes Convention Center
Boston, MA
March 21-27, 2015

Order Form

Submit this form if you wish to rent forklift labor from Brede National Exposition Services..
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 6, 2015

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

*Please call your Brede Customer Service Representative for a quote if you require a **forklift for over 5,000 lbs. capacity, a cage, or a crane.***

Forklift Rates

	Up to 5,000 lbs. capacity forklift & operator per hour	*Helper* per person per hour
Straight Time *Monday-Friday 8:00a.m.-4:30p.m.*	$187.00	$112.00
Overtime *Monday-Friday 4:30p.m.-8:00a.m. All day Saturday*	$243.00	$168.00
Double Time *All day Sunday and observed union holidays*	$299.00	$224.00

- **One hour minimum** per laborer.
- Labor is then charged in 1/2 hour increments per laborer.

Order Details

Describe work to be done:

- ☐ Spotting of Equipment
- ☐ Installation/Dismantle of Header
- ☐ Other _____

Please specify other equipment:

- ☐ Straps
- ☐ Chains
- ☐ Fork Extensions

Four (4) Stage Forklift Required: ☐ Yes ☐ No

Contact responsible for move-in: _____ ***Phone #:*** _____

Estimate Costs

	Date Time	*Heaviest Piece* (lbs.)	*# of Forklifts* up to 5,000 lbs. (w/Operator)		*Est. Hrs.* per Forklift		*Rate* per hour		*Estimated Cost*
Installation	_____ _____			X		X	$	=	$
Dismantle	_____ _____			X		X	$	=	$

Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- If cage, crane, or larger capacity lift is required, contact Brede Customer Service for scheduling and pricing.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Forklift

U.S. & Canadian Academy of Pathology

Hynes Convention Center
Boston, MA
March 21-27, 2015

Brede EXPOSITION SERVICES

Order Form

Submit this form if you wish to rent hanging signs labor from Brede National Exposition Services.
Brede is available for assembly, installation, and removal of any hanging signs.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 6, 2015

Signs Conditions

- Must conform to show management rules and regulations and facility limitations.
- Must have approved rigging points with the exception of cloth banners.
- Signs requiring electrical must be in working order and in accordance with the National Electrical Code. ***(Place electrical order on the appropriate form).***
- A detailed diagram must be forwarded to our office with this completed form prior to the show.

Hanging Signs Rates

	Rate for Lift & Crew *Per Hour*
Straight Time *Monday-Friday 8:00a.m.-4:30p.m.*	$450.00
Overtime *Monday-Friday 4:30p.m.-8:00a.m. All day Saturday.*	$565.00
Double Time *All day Sunday and observed union holidays*	$675.00

- The minimum crew consists of an operator, an additional laborer, and the equipment.
- There is a **one hour minimum** per laborer & equipment. Charges are by 1/2 hour increments thereafter for installation.
- There is a **one hour minimum** charge for the removal of hanging signs.
- Materials and pick points will be priced as needed.

Order Details

Weight *(lbs)* _____ ***Height*** *(ft)* _____ ***Length*** *(ft)* _____

Type
- ☐ Fabric
- ☐ Metal
- ☐ Wood
- ☐ Truss

Shape
- ☐ Circle
- ☐ Square
- ☐ Triangle

Electrical
- ☐ Yes
- ☐ No

Chain Motor
- ☐ Yes
- ☐ No

Assembly Required
- ☐ Yes
- ☐ No

_____ ft from top aisle (booth # _____)

_____ ft from left side (booth # _____)

_____ ft from top of sign to the floor

_____ ft from right side (booth # _____)

_____ ft from bottom aisle (booth # _____)

Estimate Costs

	Date Time	*Hanging Signs Rate*		*Est. Hrs.*		*Subtotal Cost*	*Brede Supervision (Subtotal X .30)*		*Estimated Cost*
Installation	_____ _____	$	X		=		+ $	=	$
Dismantle	_____ _____	$	X		=		+ $	=	$

Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in will be charged a one-hour fee per crew & equipment.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Hanging Sign

Brede EXPOSITION SERVICES

U.S. & Canadian Academy of Pathology

UNITED STATES & CANADIAN ACADEMY OF PATHOLOGY
LEADING PATHOLOGY EDUCATIONAL EXCELLENCE

Hynes Convention Center
Boston, MA
March 21-27, 2015

Order Form

- To avoid additional costs, all exhibitors are required to complete and return this form no later than: **March 6, 2015.**
- ***If you have hired a non-official contractor, they are responsible for laying your cords.***

**** Please indicate one of the following ****

Electrical/ Networking cords are not required

☐ We will not have any cords under our carpet.

Electrical/ Networking Non-Official Contractor

☐ We have hired a Non-Official Contractor who will lay our cords.

Electrical / Networking cords are required

☐ Our Electrical / Networking layout is on the attached grid.
We authorize Brede to install these items prior to our booth carpet being placed.

- It is important to submit both this form along with the grid from the following page.
- Labor Rates are charged for this service. There is a 1 hr. minimum.

Straight Time	$ 112.00 per person per hour
Overtime	$ 168.00 per person per hour
Double Time	$ 224.00 per person per hour

- Electrical cords will be charged at $ 45.00 per cord
- Exhibitors must provide their own internet & networking cables

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA *by fax* 301.937.2952

Electrical / Networking Cords

Brede EXPOSITION SERVICES

U.S. & Canadian Academy of Pathology

United States & Canadian Academy of Pathology
Leading Pathology Educational Excellence

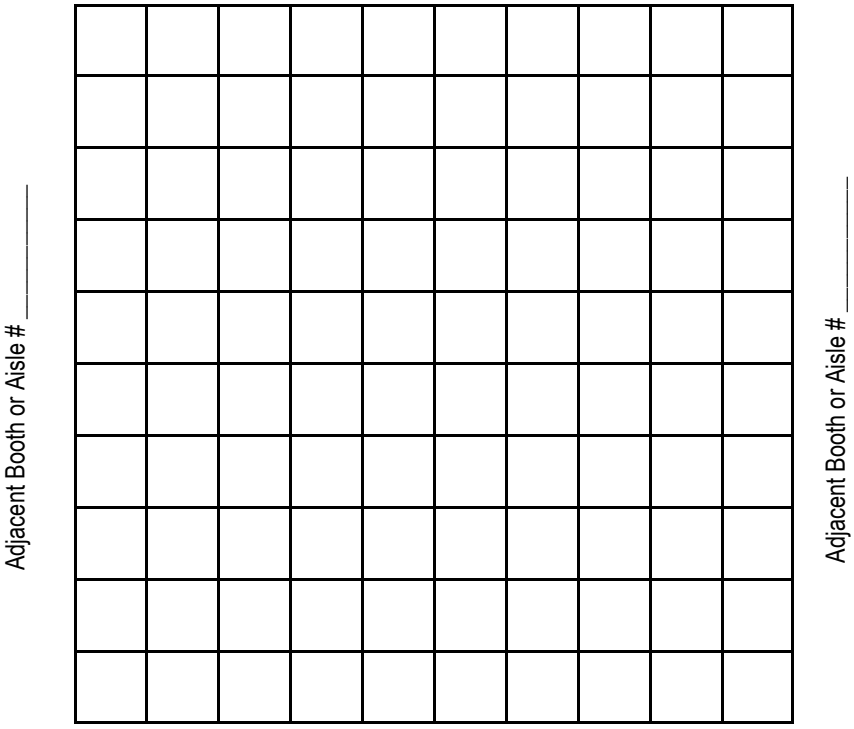
Hynes Convention Center
Boston, MA
March 21-27, 2015

IMPORTANT !

If you have ordered electrical and/or internet services from the venue, Brede will provide labor to install electrical and internet cabling under your carpet from the main drops to your desired locations as indicated on this diagram. Published labor rates apply. Please note the necessary electrical cords will be provided by Brede at $45.00 per cord.

Internet cables must be provided by the exhibitor or ordered through the internet service supplier.

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Scale = 1 Box is equal to _____ft.

10' x 10' booth-1 box is equal to 1 ft.
20' x 20' booth-1 box is equal to 2 ft.

Please provide an accurate layout of the placement of all electrical outlets, internet hubs, and internet access points within your booth, using the symbols below.

Return this form to Brede National Exposition Services by March 6, 2015.

X Location of electrical outlet **H** Location of internet hub **I** Location of internet access point

Exhibiting Company _____

Booth Number

_____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Electrical Floor Plan

Brede EXPOSITION SERVICES

U.S. & Canadian Academy of Pathology

Hynes Convention Center
Boston, MA
March 21-27, 2015

Information Form

Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.

This is not an order form. This service must be ordered on-site.

Notes

- You must sign up for this service and pick up your labels at the Brede National Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.
- **There is a one time set up charge of $100.00**

Storage Rates

Size of Storage Space *sq. ft.*	*Rate* *per day*
0-25	$ 100.00
26-50	$ 150.00
51-100	$ 200.00
101-150	$ 250.00
151-200	$ 300.00

Access Rates

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

Accessible Storage

phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com

Brede EXPOSITION SERVICES

U.S. & Canadian Academy of Pathology

Hynes Convention Center
Boston, MA
March 21-27, 2015

Order Form

Submit this form if the exhibiting company intends to use a contractor other than Brede National Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede National Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

Contractor Requirements

Non-official contractors must use labor supplied by Brede National Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede National Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Contractor Information

NON-OFFICIAL CONTRACTOR: _____

ADDRESS: _____

_____

_____

PHONE#: _____ **FAX#:** _____

EMAIL ADDRESS: _____ **CELL#:** _____

CONTACT IN BOOTH: _____

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Non-Official I&D Contractor

Brede EXPOSITION SERVICES

U.S. & Canadian Academy of Pathology

United States & Canadian Academy of Pathology
Leading Pathology Educational Excellence

Hynes Convention Center
Boston, MA
March 21-27, 2015

Order Form

Submit this form if you wish to order signage from Brede.
Enter the Graphics Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: March 6, 2015

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	$ 48.00	$ 61.00	$ _____
_____	14" X 22"	$ 65.00	$ 84.50	$ _____
_____	22" X 28"	$ 88.00	$ 113.00	$ _____
_____	28" X 44"	$ 114.00	$ 147.00	$ _____

Indicate sign copy & layout here

**File conversion, retouching, cloning or color correcting may incur additional labor charges.*

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length		Width		Square footage		Advance	Standard			Subtotal
	X		=		X	$19.00 *per sq. ft.*	$23.00 *per sq. ft.*	=	$	

Ten (10) sq. ft.

☐ Foamcore ☐ Masonite ☐ PVC ☐ Plexi ☐ Gatorfoam ☐ Other _____

Select one
☐ Vertical
☐ Horizontal

Special instructions

_____
_____
_____

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____
6.25% MA Tax $ _____
Signs Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Graphics

Information Form

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

Fire Regulations

Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited .

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.

phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com

Bloomin' Exhibits

BREDE/2014

BLOOMIN' EXHIBITS
237 NEW MEDOW ROAD
BARRINGTON, RI 02806-3748
TEL. (401) 247-0590 FAX (401) 245-7719

NAME OF SHOW_____SHOW DATE _____ LOCATION _____

EXHIBITING COMPANY*_____CONTACT PERSON_____BOOTH #_____

COMPANY ADDRESS_____CITY _____STATE____ZIP_____

AUTHORIZED SIGNATURE_____PHONE_____ FAX_____

E-MAIL_____

RENTAL

QTY	ITEM	PRICE	VARIETY (SUBJECT TO AVAILABILITY)	TOTAL
	3' Green Plant	$45.00		
	4' Green Plant	$55.00		
	5' Green Plant	$65.00		
	6' Green Plant	$85.00		

QTY	ITEM	PRICE	VARIETY (SUBJECT TO AVAILABILITY)	TOTAL
	Ivy, Pothos - Med.	$35.00		
	Ferns - Medium	$40.00		
	Ferns - Large	$46.00		
	Bromeliad	$36.00		
	Bubble Bowl	$35.00	8" GLASS	

PURCHASE (FLOWERING)

QTY	ITEM COLOR & VARIETY (SUBJECT TO AVAILABILITY)	PRICE	TOTAL
	Potted Mums (Yellow, White, Lavender)	$26.00	
	Potted Seasonal Plant	$36.00	
	Floral Arrangement/Seasonal ☐ One Sided ☐ Round	$75.00 +	
	Floral Arrangement/Tropical ☐ One Sided ☐ Round	$80.00+	

PLEASE INCLUDE ORDER FORM WITH CHECK

TOTAL _____

6.25% TAX _____

GRAND TOTAL _____
ON SITE ORDERS 25% HIGHER

SPECIAL REQUESTS

All plants and potted flowers will be in black containers. Others available on request: Basket White

☐ Special Instructions/ Request:___ _____

☐ Please have a designer see us at our exhibit, Date/Time:_____ Representative_____

I authorize Bloomin' Exhibits to charge any additional amounts incurred by me or my show representative. If credit card is declined, Standard Floor pricing prevails and a $25 service charge may be added.

PAYMENT ENCLOSED: ☐ CHECK ☐ MC ☐ VISA ☐ AMEX

CARD # __ __ __ __ - __ __ __ __ - __ __ __ __ Credit card Pin number __ __ __ __

CARD BILLING NAME:_____ EXP. DATE_____

CARD BILLING ADDRESS:_____ CITY_____ STATE____ ZIP_____

SIGNATURE_____ DATE_____

CONTRACT CONDITIONS: ALL orders must be paid in full prior to delivery. In U.S. funds drawn on U.S. banks. There is a $25 fee for returned checks. Adjustments can not be made after the close of the show. Cancellations must be received in writing 72 hours prior to show set up, or a 50% charge applies; no refund for on-site cancellations. All materials/plants available on rental basis only. Rental items missing from booth at close of show are the responsibility of exhibitor and an additional charge will be applied. All prices include delivery, installation, servicing, decorative containers and removal at end of show. Exhibitor agrees to hold Bloomin' Exhibits harmless for all injury or damage resulting from items supplied by this contract.

Pleas note: This order form is you invoice. No statement to follow unless specifically requested. IN ADVANCE
*If you are a 3rd party vendor placing the order, please attach a 2nd page with your name, address, phone, fax and email

US & Canadian Academy of Pathology
USCAP 2015 Annual Meeting
March 21-27, 2015
John B Hynes Convention Center
Boston, Massachusetts

PSAV PRESENTATION SERVICES
Premier Global Events

Official Contractor AV & Computers

Questions? Call 800.966.4498 or email: exhibits@psav.com

Place your order on line at: ctsorders.psav.com
Submit your order via fax: 866.312.4404

CUSTOMER INFORMATION **SHOW ID# PGE15030002**

Booth Name: _____ Booth Number: _____

Company: _____ On-site Contact: _____

Address: _____ On-site Cell: _____

City: _____ State & Zip: _____

Ordered By: _____ Fax: _____

Phone: _____ Email: _____

Deliver/Setup:

Requested Delivery Date: _____

Select One: 8am-10am ☐ 10am-12noon ☐ 1pm-3pm ☐ 3pm-5pm ☐

ALL PRICING IS FOR THE LENGTH OF SHOW **Please call for items not listed on form.**

		Qty	On or Before 3/7/15 20% Discount Rate	On or After 3/8/15 Standard Rate	Total
LCD Monitors	**Please Select One**				
24" LCD Video and Data Monitor (16:9)	☐ *Wall Mount ☐ Tabletop		$ 320.00	$ 400.00	
32" LED Video and Data Monitor (16:9)	☐ *Wall Mount ☐ Tabletop		$ 550.00	$ 690.00	
40" LED Video and Data Monitor (16:9)	☐ *Wall Mount ☐ Tabletop		$ 760.00	$ 950.00	
46" LCD Video and Data Monitor (16:9)	☐ *Wall Mount ☐ Tabletop		$ 1,010.00	$ 1,260.00	
55" LED Video and Data Monitor (16:9)	☐ *Wall Mount ☐ Tabletop		$ 1,240.00	$ 1,550.00	
Chrome Floor Stand (For PSAV 32" or larger monitors only)	☐ Shelf ☐ No Shelf		$ 230.00	$ 290.00	
Specialty Equipment	**Please Select One**				
42" LCD Dual-Touch Touchscreen Monitor (16:9)	☐ *Wall Mount ☐ Tabletop		$ 1,105.00	$ 1,380.00	
46" Seamless LCD Video Wall Displays Available			***Please Call for Quote***		
70" or Larger LCD/LED Video Monitors Available			***Please Call for Quote***		
Single-Touch and Multi-Touch Touchscreens Available			***Please Call for Quote***		

IMPORTANT INFORMATION

Please let us know what source(s) will be used with the monitor(s) selected above, if providing your own:

PC Laptop(Qty) _____ ***(please select output below)*** **iPad or Mac(Qty)** _____ ***(please select output below)***

☐ **HDMI** ☐ **VGA** ☐ **Display Port** ☐ **Mini Display Port** ☐ **30pin** ☐ **Lightning** ☐ **Mini Display Port** ☐ **Thunderbolt**

DVD Playback Device_____;(***please select output below***) **Multiple sources** _____; **Other (please specify)**_____

☐ **HDMI** ☐ **VGA** ☐ **Component** ☐ **Composite**

Multi-Purpose Computers - Windows (17" LCD Monitor, Wired Mouse and Keyboard included with Desktop Computer)				
Desktop - i7 Quad Core 860, 2.80 GHz, Win7, 4G RAM, 1TB HD, DVD-RW, MS Office 2010		$ 505.00	$ 630.00	
Laptop - i5 Quad Core, 2.4 GHz, Win7, 2G RAM, 129G HD, DVD-RW, MS Office 2010		$ 440.00	$ 550.00	
Presentation Computer - Windows				
Laptop - Intel i7 Quad Core, 2.8Ghz, Win7, 4GB RAM, 440GB HD, DVD-RW,MS Office 2010		$ 505.00	$ 630.00	
Computers - Macintosh				
MAC Mini Dual Core, 2.5Ghz, Mac OSX Lion, 4GB RAM, 500GB HD, DVD-RW *(Monitor not included)*		$ 400.00	$ 500.00	
21.5" iMAC Dual Core, 2.5GHz, Mac OSX Lion, 4G RAM, 500GB HD, DVD-RW, Built-in 21.5" Monitor		$ 465.00	$ 580.00	
Computer Accessories & Printers				
HP LaserJet 4000 Series Black & White Printer (25 PPM, Mac, PC, Network)		$ 230.00	$ 290.00	
Keyboard and Mouse - Wired		$ 30.00	$ 35.00	
Keyboard and Mouse - Wireless		$ 55.00	$ 70.00	
Computer Speakers w/ Subwoofer		$ 40.00	$ 50.00	
Miscellaneous				
Blu-Ray DVD Player (Plays both standard DVD and Blu-Ray DVD)		$ 160.00	$ 200.00	
Distribution Amplifier (**DA**) (1x4) (***If needed Please Select One***) ☐ **VGA** ☐ **DVI** ☐ **HDMI**		$ 60.00	$ 75.00	

PSAV reserves the right to modify this form at any time. **Page Total**

Rev 5/14

Continue next page

US & Canadian Academy of Pathology
USCAP 2015 Annual Meeting
March 21-27, 2015
John B Hynes Convention Center
Boston, Massachusetts

PSAV PRESENTATION SERVICES
Premier Global Events

Official Contractor AV & Computers

SHOW ID# PGE15030002

Company: _____ Booth #: _____

Audio	Please Select One	QTY	20% Discount Rate	Standard Rate	Total Page One
Wired Microphone	☐ Handheld ☐ Lav		$ 70.00	$ 90.00	
UHF Wireless Microphone	☐ Handheld ☐ Lav		$ 280.00	$ 350.00	
UHF Wireless Microphone - **Headset**			$ 280.00	$ 350.00	
Individual Self Powered Speaker with stand *(up to 10 people)*			$ 85.00	$ 105.00	
Small Exhibit Sound System with (2) speakers and (2) stands *(up to 50 people)*			$ 200.00	$ 250.00	
Large Exhibit Sound System with (2) speakers, (2) stands and 4ch mixer *(up to 100 people)*			$ 245.00	$ 305.00	
Custom Exhibit Sound Package			***Please Call for Quote***		
Audio Distribution Amplifier (1x4)			$ 60.00	$ 75.00	
4 Channel Audio Mixer			$ 70.00	$ 90.00	

Additional Equipment - ***Please call Exhibit Services at 800.966.4498 for specialty equipment and services not listed.***

Terms & Conditions

- Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.
- Your card WILL be charged approximately 10 days prior to show start date.
- PSAV will **NOT** deliver equipment to an unattended room. An authorized representative must sign for all equipment.
- Delivery & Pickup labor charges include drayage, delivery, setup, on-site service and pickup. **($75 minimum charge.)**
- Cities with UNION regulations are subject to local prevailing labor rates, which can affect the labor charges.
- Sales taxes are estimated and are due on all equipment and labor where applicable.
- The prevailing sales tax rate at the time the customer's credit card is charged will be applied.

IMPORTANT: ***PSAV Cancellation Policy - All cancellations must be submitted in writing.***
Cancellations received by PSAV on or after: **3/9/2015** are subject to a charge of 50% of the order total. Cancellations received less than 72 hours prior to the day of scheduled delivery (including no shows) are subject to the full amount of the order.

**** Wall Mounting Or Floor Stand Mounts***

Boston Rates	ST Hours (1.0X)	$85.00	Monday - Friday 8am to 5pm
	OT Hours (1.5X)	$127.50	Monday - Friday 5pm to 12am; Saturday after 8 hours
	DT hours (2.0X)	$170.00	Monday - Saturday 12am to 8am; all day Sunday; after 14 hours

Additional 2 hours of labor per monitor will be added to your order based upon local labor rates and parameters. If PSAV is required to mount a monitor above 5' from the floor, additional labor will be applied. Call for quote. PSAV is **NOT** responsible for attaching the hardware to the structure. Please ensure the hardware is attached to the structure **PRIOR** to installation.

Tax Exempt Status If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held. Events held in Chicago also require the Personal Property Lease/Rental Transaction Tax - 7550 form.

Damage Waiver If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to **PSAV's Equipment Loss and Damage Acknowledgment**.

Equipment Rental Total	
35% Delivery & Pickup Labor **($75 Minimum)**	
Wall or Floor Mounting Monitor(s) add **$170.00** **PER** monitor	
Damage Waiver **12%** of Rental Total **Yes** ☐ **No** ☐	
6.250% Sales Tax Rental Total	
Grand Total	

LABOR NOTICE: In venues where union participation is mandatory, delivery and pickup times are not guaranteed.

CREDIT CARD INFORMATION circle one VISA MasterCard AMEX DISCOVER Diners Club International

Name on Card: _____ Company: _____

Card Number: _____ Billing Address: _____

Expiration Date: _____ City: _____

State/Zip: _____

Card Holder Signature: _____ Phone Number: _____

Mail order with Payment to: PSAV ***Paying by Check?*** ☐ Please allow PSAV to confirm total PRIOR to SENDING check.

925 Freeport Parkway, Suite 100, Coppell, TX 75019 Tel: 800.966.4498 Fax: 866.312.4404

Wire Transfer: Call for instructions *International orders can take up to one week to receive, please plan accordingly.*

BARTIZAN CONNECTS

Hynes Convention Center
Boston, MA

March 21. 2015 to March 27. 2015

USCAP
Pathology Excellence Through Education

Modernize Your Booth Marketing

Three Lead Retrieval Options to Choose From:

What is the iLeads App?

The award winning iLeads is the first and most widely used exhibitor lead management app. Capture leads by typing Badge ID # or scan the Barcode.

Supported devices:

- √ iPod touch®, iPhone®, iPad®
  (Minimum Operating System required is 7.0)
- √ Android™ Smartphone and tablet, Android based Kindle
  (Minimum Operating System required is 4.0.3)

Expo! Leads2Go©

Wireless handheld lead retrieval terminal that is capable of more than just capturing leads. This light-weight device has the ability to play video, display images, and even has the capacity to attach a voice memo to a lead record.

Expo! Ultra™

Desktop, stand-alone lead retrieval terminal that automatically saves lead data without downloads or internet access. Leads can be exported from the built in printer or saved to a USB memory stick for transfer to a PC or CRM system.

Marketing Extras, included, no extra charge

- **Attendee Notification**

  Bartizan e-mails each attendee with an interactive list of the booths they visited.

  Lets attendees follow up on you.

- **Lead Management Software**

  Using LeadsLightning, track the attendees who stopped by your booth. View, sort, print and download leads.

  Identify best leads by filtering and prioritizing.

  Access anywhere, anytime up to 12 months after the show.

- **Exhibitor Education**

  Free Exhibitor Marketing Toolkit, guidelines, e-mail templates, check lists and more.

BARTIZAN CONNECTS

Hynes Convention Center
Boston, MA

March 21, 2015 to March 27, 2015

USCAP
Pathology Excellence Through Education

Order Online: http://shop.bartizan.com/USCAP.html **Fax Order to: 914-965-7746**

All Lead Packages Include:

- √ **iLeads App Data Licenses for Your Booth**
- √ **Exhibitor Education:** Free Exhibitor Marketing Toolkit, guidelines, e-mail templates, check lists and more.
- √ **Attendee Notification:** E-mail with the list of booth visited.

Lead Retrieval Options

	QTY	ORDER BY By 2/18/2015	ORDER BY By 3/4/2015	ONSITE	TOTAL
Capture leads by typing Badge ID # or scan the Barcode by using your own device. ***Booth Price Packages:***					
1 License: ……..		$185.00	$195.00	$205.00	_____
2 Licenses: ……		$255.00	$265.00	$275.00	_____
3 Licenses: ……		$325.00	$335.00	$345.00	_____
4 Licenses: ……		$385.00	$395.00	$405.00	_____
5 Licenses: ……..		$435.00	$445.00	$455.00	_____
Additional Licenses available after 5th license for $50.00 per license	☐	$50.00	$50.00	$50.00	_____
iPod touch Rental: Includes iLeads lead retrieval app pre-loaded.	☐	$295.00	$315.00	N/A	_____
iPad Rental: Includes iLeads lead retrieval app pre-loaded.	☐	$385.00	$405.00	N/A	_____
3G Service is available for an additional $80.00	☐	$465.00	$485.00	N/A	_____
Expo! Leads2Go© Package Portable handheld unit. Saves all leads to an included SD card. No electricity required.	☐	$325.00	$350.00	$375.00	_____
Bluetooth Printer – Add a wireless mini printer for hardcopy on demand lead printouts	☐	+$35.00	+$35.00	N/A	_____
Expo! Ultra™ Package Desktop unit. Saves leads to included USB memory stick. Built-in printer Electricity required	☐	$260.00	$285.00	$310.00	_____

Helpful Extras – Optional Add-Ons

Customized Qualifiers for use with Expo! Leads2Go© and Expo! Ultra™	☐	$50.00	$95.00	N/A	_____
Post Show Data Conversion	☐	$95.00	$95.00	N/A	_____
Booth Delivery	☐	$50.00	$50.00	N/A	_____

Company Name _____ → **GRAND TOTAL** _____

BARTIZAN CONNECTS

USCAP
Pathology Excellence Through Education

Customized Qualifying Questions Order Form for use with EXPO! Leads2Go and EXPO! Ultra only

• Booth #_____ • Date Ordered_____

• Company Name_____ • Contact Name_____

- If you choose to take advantage of our Custom Qualifiers, please type or print your Custom Checklist below.
- All questions must be statements (i.e. *Send Catalog, need product in 3 months*) or have a range (i.e. *200-500 Employees*;
- *$5 - $15 million in sales*)
- Qualifiers already come standard with your units but can be replaced with your customized ones.
- Custom codes can include listing different time periods for sales rep. follow-up, list your specific products the leads are interested in, assign sales reps names for immediate follow up or action items.

Please type or clearly print your Custom Questions below

E-mail: customerservice@bartizan.com or Fax: 914-965-7746

We encourage you to take advantage of our custom qualifier codes.

If you choose not to use custom qualifiers for your scanner, your device will come with these standard codes.

1. Send Line Card
2. Send Catalog
3. Send detailed data
4. Send Samples
5. Have Salesman Call
6. Provide Quote
7. Immediate Need
8. Setup Demo
9. End User
10. Distributor
11. VAR
12. OEM
13. Does Purchasing
14. Recommends
15. Final Say

Number	**Qualifying Question** (limited to 25 characters)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	

BARTIZAN CONNECTS

Hynes Convention Center
Boston, MA

USCAP
Pathology Excellence Through Education

March 21. 2015 to March 27. 2015

Order Online: http://shop.bartizan.com/USCAP.html | **Fax Order to: 914-965-7746**

COMPANY: _____ BOOTH #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE#: _____ FAX #: _____

ORDER CONTACT: _____ EMAIL: _____

ONSITE CONTACT: _____ CELL #: _____

iLeads Only:

Please provide First Name, Last Name and Email address of person to receive the Event Access Code.

Recipient will also receive the User Name & Password to access your company's leads on LeadsLightning.

Name:

_____

Email:

_____

ORDER ONLINE:
http://shop.bartizan.com/USCAP.html

Mail Checks to:
Bartizan Connects,
Attn: Customer Service
217 Riverdale Avenue,
Yonkers, NY 10705
Phone: 800.899.2278 **Order by Fax:** 914-965-7746

Please Note: Upon placing this order you agree to the full Terms & Conditions listed below.

My Tradeshow Connections:
All attendees will receive an email a few days after the show containing a list of booths that they visited, extending your reach after the show. To make the most of this free listing please log on to: www.leadslightning.com/leadslightning/USCAP2015 to provide your info online. Without your complete company contact information, the list sent to attendees will contain only your name and booth number.

TERMS AND CONDITIONS

1. **Equipment must be picked up at the Bartizan service desk unless the exhibitor purchased booth delivery. No refunds for unclaimed equipment.**
2. **Booth Delivery: Must be present to sign for equipment at the allotted time. No refunds if exhibitor is not present.**
3. **Equipment must be returned to service desk within one hour of show closing or a $100 late fee will be charged.**
4. **Missing equipment fees are as follows: *Expo Ultra - $1,500.00; barcode scanner - $ 500.00; Leads2Go - $ 2,000.00; mobile printer - $600.00; iPod - $230.00; iPad (Wi-Fi version) - $ 499.00; iPad (cellular version) - $599.00; power supply - $ 30.00; carry bag $ 50.00.***
5. **Cancellations made 7 or more days prior to the event are subject to a $50.00 cancellation fee. Cancellations made less than 7 days prior to the event will result in forfeiture of the entire rental fee. There are no cancellation fees that apply to an iLeads license.**
6. **Limitation of Liability: Bartizan bears no responsibility for any consequential damages suffered by the exhibitor. Its liability is limited to the cost of the goods and services it provides. Bartizan is not responsible for events beyond its control such as power failures, erratic electrical power, exhibitor's failure to comply with instructions or force majeure.**

PAYMENT

VISA MasterCard American Express Cards Diners Club International DISCOVER NETWORK

Check# _____

_____ _____

Cardholder Name Authorized Signature

(Card holder & signature represents above company and authorizes this credit card to be used as payment for this contract)

_____ _____ _____

Card Number Expiration Date Security Code

MCCA

Massachusetts Convention Center Authority

EXHIBITOR ORDERING GUIDE

Prepared exclusively for:

U.S. & Canadian Academy of Pathology

March 21-27, 2015

Hynes Convention Center

TABLE OF CONTENTS

Introduction..... 1

General Information..... 2

Electrical Services..... 3

Cleaning Services..... 6

Telephone Services..... 8

Internet & Technical Services..... 11

Rigging Services..... 16

Plumbing Services..... 21

Security Services..... 24

Appendix A – Service Order Forms..... 25

Appendix B - Convention Cares Exhibitor Flyer….....34

Appendix C - Facility Exhibitor Guidelines, Information and regulations……35

Introduction

On behalf of the Massachusetts Convention Center Authority, welcome to Boston! We are excited to have you exhibit at our state-of-the-art facilities and look forward to helping you prepare your exhibit space. At the MCCA, we strive to provide you with quality services to ensure both a successful and an enjoyable experience.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Help Desk
- Free Wireless Internet Service
- Business Center
- FedEx Kinkos

If you have any unanswered questions, please contact MCCA Exhibitor Services at **1-617-954-2230** or **exhibitorservices@massconvention.com,** and we will be happy to assist you!

General Information

Ordering Policies & Procedures

Pricing - Discount and Standard rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date.

Ordering - Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, www.massconvention.com. Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms at Appendix A of this guide. No telephone or facsimile orders will be accepted.

Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

Payments - Payment for services must be received in advance. Service will be scheduled and delivered only after payment is received. All outstanding charges must be paid before the close of the show.

Refunds - Claims for refunds must be submitted by the exhibitor to MCCA Exhibitor Services prior to event close. Credit will not be given for services installed and not used.

General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to MCCA Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

Standard Connections (120 volt power)	Discount	Standard
500 Watt Box	**$111.00**	**$139.00**
One 5 amp circuit and one receptacle or plug point		
1000 Watt Box	**$146.00**	**$183.00**
One 10 amp circuit and two receptacles or plug points		
2000 Watt Box	**$182.00**	**$227.00**
One 20 amp circuit and a minimum of three receptacles or plug points		
4000 Watt Box	**$211.00**	**$263.00**
Two 20 amp circuits with a minimum of three receptacles or plug points		

Special Connections (208 volt & 480 volt power)	Discount	Standard

Unless otherwise indicated in parentheses ( ), all special power connections will be hard-wire connected. To order Three Phase 100 Amp service and higher, please contact MCCA Exhibitor Services for availability.

208V Single Phase 30 Amp (Nema L21-30P)	**$318.00**	**$397.00**
208V Single Phase 60 Amp	**$606.00**	**$757.00**
208V Single Phase 100 Amp	**$930.00**	**$1,163.00**
208V Three Phase 30 Amp (Nema L21-30P)	**$576.00**	**$720.00**
208V Three Phase 60 Amp	**$870.00**	**$1,087.00**
208V Three Phase 100 Amp	**$1,380.00**	**$1,724.00**
208V Three Phase 200 Amp	**$2,632.00**	**$3,289.00**
208V Three Phase 400 Amp	**$4,648.00**	**$5,809.00**
480V Three Phase 30 Amp	**$877.00**	**$1,096.00**
480V Three Phase 60 Amp	**$1,521.00**	**$1,901.00**
480V Three Phase 100 Amp	**$2,808.00**	**$3,510.00**
480V Three Phase 200 Amp	**$5,581.00**	**$6,976.00**

Additional Electrical Services & Equipment	Discount	Standard
30’ Round Extension Cords	**$32.00**	**$40.00**
30’ round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end.		
24 Hour Power	**Add 50% to initial connection rate**	
If booth equipment requires electricity 24hrs a day, then the exhibitor should order 24Hr power. In general, electrical service begins half an hour before the show and ends one hour after the show closes.		

Overhead Power .....Add 100% to initial connection rate
Overhead power is available upon approval by the MCCA:

- At the JB Hynes Convention Center, overhead 120v electrical service is available in Halls A, B, C and certain areas of Hall D and Auditorium.
- At the Boston Convention & Exhibition Center, overhead 120v electrical is limited due to the ceiling heights. Overhead service is available under the low mechanical roof on the East and West sides of the Halls.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the Hynes or BCEC.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the Hynes and BCEC. Please contact the MCCA Exhibitor Services team for availability.

Installation & Distribution - Electrical

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
    - Hire labor from the General Service Contractor;
    - Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
    - Bring their own company electrician to perform distribution and hard wire connections as long as he/she is a full-time employee of the exhibiting company.

Terms & Conditions - Electrical

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
    - Monday-Friday 8am-4pm (except holidays) **$70.00**
    - All other times, including holidays **$105.00**
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

Frequently Asked Questions – Electrical

If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?
If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

How do I know if I need a 208V or 480V connection?
Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

How do I know how much power I need to order?
When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

Standard Laptop……250-550 watts
Standard Desktop PC……400-700 watts
Standard Plasma TV…….300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?
The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?
208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

Cleaning Services

The MCCA offers a variety of cleaning services through our exclusive service contractor, American Building Maintenance (ABM).

Cleaning Services (Per sq ft. per day)	Discount	Standard
Initial Vacuum or Mopping	**$0.28**	**$0.35**
Service includes one-time vacuum or mop prior to the first event or show day		
Daily Vacuum or Mopping	**$0.20**	**$0.25**
Service includes vacuum or mop prior to each event or show day, including the first show day, as well as nightly wastebasket emptying. Note: The MCCA does not provide wastebaskets for exhibitors.		
Daily Vacuum or Mopping + Porter Service	**$0.44**	**$0.55**
Service includes vacuum or mop prior to each event or show day, including the first show day, as well as wastebasket emptying and booth sweep throughout show hours as needed. Note: The MCCA does not provide wastebaskets for exhibitors.		
Shampoo Service	**$0.39**	**$0.48**
Shampoo service should be ordered for the night before the first show day to ensure that the carpet has adequate drying time.		

Terms & Conditions - Cleaning

The MCCA, through its cleaning contractor American Building Maintenance (ABM), is the exclusive provider of all cleaning services.

Frequently Asked Questions – Cleaning

Will my booth be automatically vacuumed or mopped prior to the first show day?
Exhibitor booths will not be vacuumed or mopped unless the service is ordered through the MCCA prior to the show opening.

Do I need to order both the Initial Vacuum and the Daily Vacuum if I want my booth to be vacuumed everyday including the first show day?
No, it is only necessary to order one vacuuming/mopping service. Daily Vacuum/Mop *includes* the initial, first day service. The Daily + Porter Service also includes the initial, first day service. Shampoo service, on the other hand, may be ordered alone or partnered with any other cleaning service.

Why is the rate on your website different from the rate listed above?
The service rates are the same on both the form and the online order page; they are just presented differently. The form shows the daily unit price for the service, while the online page shows the total price for the duration of the show.

If I order cleaning service, when can I expect my carpet to be cleaned?
If the show you are attending opens in the morning, all of the cleaning usually occurs the night before the show opening. If the show opens in the afternoon, all of the cleaning usually occurs in the morning before show opening. Our cleaning staff will not remove visqueen (the plastic covering) from your carpet; exhibitors are responsible for removing their own visqueen.

Telephone Services

The MCCA offers a variety of telephone services through our experienced in-house team of telephone technicians.

Standard Telephone Services	Discount	Standard

Single-Line Service (Analog) .....$287.00 ..... $358.00
Service includes one phone number and a complimentary simple handset. Line usage included.

Multi-Line Service (Digital) .....$417.00 .....$521.00
Service includes one phone number with multiple line appearances and rental of one digital display phone. Equipment must be returned at the close of the show. Line usage included.

Speaker Phone Service (Analog) .....$320.00 .....$400.00
Service includes one phone number and rental of one speaker phone. Equipment must be returned at the close of the show. Line usage included.

Polycom Speaker Phone Service (Analog).....$371.00 .....$464.00
Service includes one phone number and rental of one polycom speaker phone. Equipment must be returned at the close of the show. Line usage included.

Fax Machine Phone Service (Analog).....$422.00 .....$528.00
Service includes one phone line and rental of a plain paper fax machine equipped with copy capabilities. Line usage included.

Additional Telephone Services & Equipment	Discount	Standard

Call Waiting (per phone line).....$50.00 .....$62.50
Allows user to know when another call is coming in.

Voice Mail (per phone line) .....$50.00 .....$62.50
Allows user to setup a custom greeting and receive messages from incoming callers.

ISDN/BRI Service.....$300.00 .....$375.00
ISDN lines support video and CODEC applications. ISDN lines can be arranged by contacting Exhibitor Services two weeks prior to show. Exhibitors can select one of two long distance carriers: AT&T or MCI. Line usage will be billed per the selected carrier's rate after the close of the show.

Polycom Videoconference Rental w/IP Connect Service .....$1,100.00 .....$1,600.00
This service is used to connect from the MCCA's facility to an external/remote site with like IP video conferencing capabilities. Service includes IP connectivity for video conferencing. The distant video equipment must be IP compatible.

Polycom Videoconference Rental w/ISDN .....$2,000.00 .....$2,500.00
This service is used to connect from the MCCA's facility to an external/remote site with like ISDN video conferencing capabilities. This service includes three 128k ISDN lines. Line usage will be billed per the selected carrier's rate after the close of the show.

Installation & Connections - Telephone

- Telephone Service is brought from the nearest column or floor port into the booth.
- MCCA phone technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the general service contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

Terms & Conditions - Telephone

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All MCCA telephone equipment (except simple analog handset) must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
    - Monday-Friday 8am-4pm (except holidays) **$80.00**
    - All other times, including holidays **$120.00**

Frequently Asked Questions – Telephone

How do I know if I need a single-line or a multi-line service?
Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity).

I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?
Yes. Please preprogram your machine to dial "9" before your credit card company's number.

How do I receive my phone number, dialing instructions, and phone/fax equipment?
Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through MCCA Exhibitor Services.
How can I place international calls on my phone line?If you wish to place international calls on your phone line, please contact MCCA Exhibitor Services prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.

Internet & Technical Services

The MCCA offers a wide variety of Internet and technical services through our experienced in-house team of technicians.

Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our Internet Help Desk staff. All MCCA Internet services include one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may rent a switch from the MCCA.

Automatic Configuration **Discount** **Standard**

Automatically configured lines are designed to "plug & play."

200 Kbs Shared Service.....$815.00 .....$1,019.00

This is a shared service with two (2) private IP addresses. Other exhibitors who have ordered the 200 Kbs will share the same network. We recommend this service for a casual user looking to showcase a simple product webpage or browse the internet.

Manual Configuration **Discount** **Standard**

Manually configured services require some data entry of IP addresses into the computer before the computer may access the internet.

300 Kbs Managed Service.....$1,175.00 .....$1,468.75

The 300 Kbs comes with 1 public IP address for use on one computer with the option to purchase additional IPs for additional computers. We do not recommend adding more than 4 additional IPs to the 300 Kbs. If exhibitors require more than 5 computers, we recommend upgrading to the next wired service.

500 Kbs Managed Service.....$1,875.00 .....$2,344.00

The 500 Kbs has more bandwidth than the 300 Kbs and includes 11 public IP addresses, a private VLAN, and subnet.

750 Kbs Managed Service .....$2,500.00 .....$3,125.00

The 750 Kbs has more bandwidth than the 500 Kbs and includes 18 public IP addresses, a private VLAN and subnet.

1.54 Mbps Managed Service .....$4,100.00 .....$5,125.00

The 1.54 Mbps service is equivalent in bandwidth to a T-1 line, or a DS1 line. This service includes 27 public IP addresses, a private VLAN and subnet. The 1.54 Mbps can carry both voice and data traffic.

3 Mbps Managed Service…….....$6,720.00……..$8,400.00

The 3 Mbps has more bandwidth than the 1.54 Mbps service and includes a private VLAN and subnet. **Public IP addresses are available upon request.**

5 Mbps Managed Service.....$10,000.00 .....$12,500.00

The 5 Mbps has more bandwidth than the 3 Mbps service and includes a private VLAN and subnet. **Public IP addresses are available upon request.**

Additional Internet Services & Equipment	Discount	Standard

Additional Public IP Address ..... **$148.00** **$185.25**
This service is available only with our managed services. It allows for any additional device to be networked into that same wired service using a switch and cables. The MCCA does not supply additional cables with this service.

Copper Patch / Booth to Booth Connection ..... **$336.00** **$420.00**
Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video.

Fiber Patch / Booth to Booth Connection ..... **$470.00** **$587.50**
Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.

Extend Outside T1 or T3 Service ..... **$1,000.00** **$1,200.00**
With this service, the MCCA will extend an outside T1 or T3 service from our demarcation point to the Exhibitor booth. Exhibitor is responsible for making all arrangements from the outside service provider (e.g., Verizon, AT&T, etc.).

Switch - 8 Port ..... **$104.00** **$130.00**
This switch can connect up to 8 computers or devices together, giving all access to the internet service ordered.

Switch - 24 Port ..... **$156.00** **$195.00**
This switch can connect up to 24 computers or devices together, giving all access to the internet service ordered.

25’ CAT 5e Cable ..... **$45.00** **$56.00**
50’ CAT 5e Cable ..... **$61.00** **$76.75**
100’ CAT 5e Cable ..... **$96.00** **$120.00**

Technical Services	Discount	Standard

Cable TV Service ..... **$245.00** **$306.50**
Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.

CATV Tuner Rental ..... **$56.00** **$70.00**
For TVs that are not cable-ready (including some plasmas), the CATV tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.

CATV Tap Box Rental ..... **$200.00** **$250.00**
A distribution box which allows up to 16 CATV feeds from a single cable tap. Equipment must be returned at the close of the event, otherwise a replacement fee will be charged.

Broadcast Video Service via TV-1 .....$2,000.00 .....$2,500.00
TV-1 provides a one-way transport of a single video signal and up to four associated 15 kHz audio signals. The service eliminates the need for broadcasters to send a microwave or satellite uplink truck to the news or event location.

For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.

Installation & Connection – Internet & Technical

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs come with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may rent a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
    - Hire labor from the General Service Contractor or ;
    - Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

Terms & Conditions – Internet & Technical

- The MCCA is the exclusive provider of internet services.
- All MCCA switch rentals must be returned to the MCCA Exhibitor Service Desk at the close of the show. Failure to return MCCA switches will result in a replacement fee.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
    - Tech Rep Monday-Friday 8am-4pm (except holidays) **$100.00**
    - Tech Rep All other times, including holidays **$150.00**
    - Network Engineer Monday-Friday 8am-4pm (except holidays) **$130.00**
    - Network Engineer All other times, including holidays **$195.00**
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network will facilitate communications between the company's authorized users and entities reachable through the national internet.
- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.

- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient of recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- **MCCA does not make any express of implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided.** The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.
- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

Frequently Asked Questions – Internet & Technical

Do you have wireless internet?
The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the BCEC or Hynes Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?
The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

What is bandwidth and how do I know how much I need?
Bandwidth is the "size of the pipe" that data can traverse. The bigger the bandwidth, the faster data can be transferred. So, the 500 Kbs has more bandwidth than a 300 Kbs. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?
Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or "tokens" should choose a 300 Kbs service or higher. While the 200 Kbs does allow exhibitors to use a VPN, some VPN clients have experienced difficulty connecting because the 200Kbs service uses NAT (Network Address Translation). NAT is a process by which the MCCA can provide thousands of IP addresses to clients while only using a few "real" internet routable addresses.

What is a VLAN?
A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

I ordered a switch and cables, how and when do I get them?
When you are ready for your switch and internet cables, please visit the MCCA Exhibitor Services Desk.

Rigging Services

The MCCA provides rigging and overhead lighting services through our service contractor, JCALPRO.

Planning Ahead for Rigging & Lighting Services
Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawing, blueprints, or engineers' certification with their orders to the MCCA Exhibitor Service Department. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

Package Rigging Solutions **Discount** **Standard**
The MCCA offers package rigging solutions for Exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, Exhibitors must be flexible with regards to days and times of load-in and take-down.

Basic Rigging Package .....$1,550.00 .....$1,684.00
This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150lbs and measuring less than 20' in length or diameter. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays. If service is required outside these times, then a Team Labor Hour must be ordered in addition to the package.

Electrical Rigging Package .....$1,794.00 .....$1,988.00
This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details.

Team Labor Hour .....$244.00 .....$304.00
Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7am – 12am). In this case, a Team Labor Hour must be ordered for each rigging package ordered. In addition, when receiving a custom quote for rigging and lighting, team labor hours will be quoted for all labor hours required that are not covered by the Rigging Packages such as building of truss, focusing and attachment of lights, and lighting maintenance.

Custom Rigging & Lighting Solutions
The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs.
Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Rigging below).

Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote. Please contact JCALPRO at 1-617-954-2345 to initiate this process. Quotes will be issued in an easy-to-order format, and will typically include a base Rigging Package for labor charges and some combination of the following items as necessary.

Custom Rigging Solutions	Discount	Standard

Truss
A truss is an aluminum structure used to create a lower "ceiling" to hang lighting or other suspended items. It is available in 5', 8', or 10' sections which can be attached to create desired lengths or height.

Truss 5' Section – Silver 12"x12" Box ..... **$25.00** **$30.00**
Truss 8' Section – Silver 12"x12" Box ..... **$40.00** **$48.00**
Truss 10' Section – Silver 12"x12" Box ..... **$50.00** **$60.00**
Truss 5' Section – Black 12"x12" Box ..... **$35.00** **$42.00**
Truss 8' Section – Black 12"x12" Box ..... **$56.00** **$67.00**
Truss 10' Section – Black 12"x12" Box ..... **$70.00** **$84.00**
Truss 5' Section – Silver 20.5"x20.5" Box ..... **$45.00** **$54.00**
Truss 8' Section – Silver 20.5"x20.5" Box ..... **$72.00** **$86.00**
Truss 10' Section – Silver 20.5"x20.5" Box ..... **$90.00** **$108.00**

Corner Block
A corner block is an aluminum piece that attaches to truss to create a right angle.

Corner Block – Silver 12"x12" Box ..... **$50.00** **$60.00**
Corner Block – Black 12"x12" Box ..... **$65.00** **$78.00**
Corner Block – Silver 20.5"x20.5" Box ..... **$70.00** **$84.00**

Base Plate ..... **$35.00** **$42.00**
A base plate is used as a stand for ground supported truss or poles.

Rotator ..... **$150.00** **$180.00**
A rotator is a motor used to rotate a hanging sign.

Motor ..... **$150.00** **$180.00**
A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities.

Cheeseboro ..... **$6.00** **$7.00**
A cheeseboro is a clamp used to attach two pieces of truss or pipe together.

Grapple ..... **$12.00** **$14.00**
A grapple is a connector that allows you to make a 90 degree connection between trusses.

Lighting Fixtures	Discount	Standard

A variety of lighting options are available to brighten exhibit space. While lights cannot be attached directly to our ceiling, lighting can be suspended above exhibit space by utilizing truss and motors.

Source 4 Par (575 watt, 750 watt) .....$35.00 .....$42.00
This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL).

Source 4 Leko (575, 750 watt) .....$45.00 .....$54.00
This fixture is best used to create a spot light or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light.

Par 64 (1000 watt).....$30.00 .....$36.00
The Par 64 will deliver similar results as the S4 Par, but there are no options for additional lenses. They are available in 1,000 watts.

Custom Lighting Solutions Discount Standard
Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits are available upon request.

Small Lighting Kit (4-6 lights).....$185.00 .....$212.00
Medium Lighting Kit (7-11 lights) .....$325.00 .....$390.00
Large Lighting Kit (12-15 lights) .....$450.00 .....$540.00
X-Large Lighting Kit (16-20 lights) .....$550.00 .....$660.00

Dimmer Racks & Lighting Controls Discount Standard
These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large "outlet" that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once.
Electrical service is not included and must be ordered separately.

Dimmer Control 1.2 x 4.....$80.00 .....$96.00
Dimmer Control 2.4 x 12.....$150.00 .....$180.00
Dimmer Control 2.4 x 24.....$320.00 .....$384.00

Terms & Conditions - Rigging

- **Hynes Rigging:** JCALPRO is the exclusive rigging vendor at the Hynes Convention Center if a sign requires a motor, electrical rigging, and/or truss, otherwise, the exhibitor may hire the general service contractor to hang signage.

- **BCEC Rigging:** JCALPRO is the exclusive rigging vendor at the Boston Convention & Exhibition Center (BCEC). If an exhibitor is exhibiting at the BCEC and requires rigging services for the booth, JCALPRO is the only vendor authorized to hang signs, banners, or lighting in the booth space.
- If an Exhibitor requires specific load-in/load-out dates and/or times, then a base rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:

Hourly Labor Items	Mon-Sat 7am-12am (except holidays)	Sundays 7am-5pm and holidays	Sundays after 5pm, all days 12am-7am
Crew Chief	$95.00	$142.50	$190.00
Head Rigger	$95.00	$142.50	$190.00
Rigger	$82.00	$123.00	$164.00
Dept Head	$72.00	$108.00	$144.00
Stagehand	$67.00	$100.50	$134.00

Weekly Lift Rental Items	Rate
24'- 32' Scissor Lift	$600.00
40'- 45' Boom Lift	$950.00
60' Boom Lift	$1,550.00

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of *any* type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.

Frequently Asked Questions – Rigging

How do I know if I qualify for the Basic Rigging Package Rate?
Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 20' in length or diameter and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

Can I order lighting to be suspended from the ceiling?
If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a quote from JCALPRO. In most cases, lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower "ceiling" and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

Do I ship my sign to you to put it together?
No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

Can I request load in and load out times?
Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

What type of diagrams should I send?
The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

Plumbing Services

The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.

Water and Drain Services — **Discount** — **Standard**

Water - Individual Connection.....$299.00 .....$374.00
Water service is available at approximately 75 PSI with up to ¾" supply line. Water flows at five gallons per minute.

Additional Water Connections.....$175.00 .....$219.00
Exhibitors requiring more than an individual water connection should order each additional connection as needed.

Drain – Individual Connection.....$299.00 .....$374.00
The MCCA can provide waste drain connections up to ¾" line size.

Additional Drain Connections.....$160.00 .....$200.00
Exhibitors requiring more than an individual drain connection should order each additional connection as needed.

Fill and Drain 0-100 Gallons .....$150.00 .....$187.50
Exhibitors that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please visit the MCCA Exhibitor Services desk when equipment is ready to be filled.

Each Additional 500 Gallons.....$104.00 .....$130.00

Sink Rentals — **Discount** — **Standard**

Cold Water Sink Rental.....$600.00 .....$750.00
Cold water sink rental includes a single-tub basin (20"L x 24"W x34"H), one water connection, and one drain connection. Legs allow the units to sit 34" above the floor.

Small Hot & Cold Water Sink Rental .....$800.00 .....$1,000.00
Small Hot & Cold water sink rental includes a single-tub basin (20"L x 24"W x34"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.

Large Hot & Cold Water Sink Rental.....$1,000.00 .....$1,250.00
Large Hot & Cold water sink rental includes a 3-tub basin (57"L x 24.5"W x43"H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact MCCA Exhibitor Services for more information.

Compressed Air and Gases **Discount** **Standard**

Compressed Air – Individual Connection ..... **$365.00** **$456.00**
Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).

Additional Connection ..... **$188.00** **$235.00**
Exhibitors who require more than an individual connection should order additional connections as needed.

Other Compressed Gases
The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the exhibitor should contact MCCA Exhibitor Services. Flammable gases are not permitted in MCCA facilities.

20 Lbs Dry or Liquid CO_2 ..... **$154.00** **$184.50**
50 Lbs Dry or Liquid CO_2 ..... **$167.00** **$200.50**
Dry Nitrogen 300 ft^3 ..... **$206.00** **$247.75**

Installation & Connections - Plumbing

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

Terms & Conditions - Plumbing

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
    - Monday-Friday 8am-4pm (except holidays) **$70.00**
    - All other times, including holidays **$105.00**

Frequently Asked Questions – Plumbing

Do all water connections need a drain?
While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

Will you provide the fittings and hoses for my water and drain connections?
To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.

When would I need to order a Fill and Drain Service?
Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

My booth requires a sprinkler system. What plumbing service should I order?
If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?
Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at BCEC (617-954-2382) or Hynes (617-954-2284).

Do you allow Exhibitors to bring Helium balloons into your buildings?
No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

Security Services

The MCCA is the "preferred" provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

Security Guard (Booth)	Discount	Standard
Per Hour per Officer	**$18.00**	**$20.00**

The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders must be placed at least 48 hours in advance of the requested service date.

Frequently Asked Questions – Security

When do you recommend ordering security for an exhibitor booth?
Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day's show start.

Is there general overnight security in the exhibit hall?
The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

Appendix A – Service Order Forms

The following MCCA order forms may not be reproduced without express written consent from the MCCA.

Index

- Request for Exhibitor Electrical Services
- Request for Exhibitor Cleaning Services
- Request for Exhibitor Telephone, Internet & Technical Services
- Request for Exhibitor Rigging & Lighting Services
- Request for Exhibitor Plumbing Services
- Request for Exhibitor Security Services

Massachusetts Convention Center Authority

Exhibitor Order Form - Electrical Services

Effective July 1, 2013

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

STANDARD ELECTRICAL CONNECTIONS: 120 VOLT

DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
500 Watt Box (5 amps)		$111.00	$139.00		+50% rate		+100% rate		+150% rate	
1000 Watt Box (10 amps)		$146.00	$183.00		+50% rate		+100% rate		+150% rate	
2000 Watt Box (20 amps)		$182.00	$227.00		+50% rate		+100% rate		+150% rate	
4000 Watt Box (20 amps x 2)		$211.00	$263.00		+50% rate		+100% rate		+150% rate	

SPECIAL ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT

DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
208V Single Phase 30 Amp		$318.00	$397.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 60 Amp		$606.00	$757.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 100 Amp		$930.00	$1,163.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 30 Amp		$576.00	$720.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 60 Amp		$870.00	$1,087.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 100 Amp		$1,380.00	$1,724.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 200 Amp		$2,632.00	$3,289.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 400 Amp		$4,648.00	$5,809.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 30 Amp		$877.00	$1,096.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 60 Amp		$1,521.00	$1,901.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 100 Amp		$2,808.00	$3,510.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 200 Amp		$5,581.00	$6,976.00		+50% rate		+100% rate		+150% rate	
30' Round Extension Cord		$32.00	$40.00							

TOTAL DUE $ _____

To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 · exhibitorservices@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

Massachusetts Convention Center Authority

Exhibitor Order Form - Cleaning Services

Effective July 1, 2013

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

BASIC CLEANING SERVICES	**DISCOUNT RATE (PER SQ FT PER DAY)**	**STANDARD RATE (PER SQ FT PER DAY)**
1. INITIAL VACUUM OR MOPPING (Before first event day only)	$0.28	$0.35
2. DAILY VACUUM OR MOPPING (For all event days including the first day)	$0.20	$0.25
3. DAILY VACUUM OR MOPPING PLUS PORTER SERVICE (For all event days, includes periodic wastebasket pick up & sweep of booth during event hours)	$0.44	$0.55

SERVICE (CHECK ONE ONLY)	TYPE (CHECK ONE)	BOOTH SIZE: TOTAL SQUARE FEET — LENGTH	WIDTH	TOTAL SQ. FT. (90 MIN.)	RATE PER SQ. FT.	# OF DAYS	TOTAL DUE
☐ 1 ☐ 2 ☐ 3	☐ Vacuum ☐ Mop	___	X ___	= _____	X ___	X ____	= $_____

SPECIAL CLEANING SERVICES				
SHAMPOO SERVICE (Before first event day)	BOOTH SIZE: TOTAL SQUARE FEET — LENGTH	WIDTH	TOTAL SQ. FT. (90 MIN.)	**DISCOUNT RATE (PER SQ FT PER DAY)**	**STANDARD RATE (PER SQ FT PER DAY)**	**TOTAL DUE**
	___	X ___ = _____ X	$0.39	$0.48	

GRAND TOTAL DUE **$**_____

To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 · exhibitorservices@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

Massachusetts Convention Center Authority

Exhibitor Order Form – Telephone, Internet & Technical Services

Effective July 1, 2013

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

TELEPHONE SERVICE				
STANDARD TELEPHONE SERVICES	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Single Line Phone Service (Analog)		$287.00	$358.00	
Multi-Line Phone Service (Digital)		$417.00	$521.00	
Speaker Phone Service (Analog)		$320.00	$400.00	
Polycom Speaker Phone Service (Analog)		$371.00	$464.00	
Fax Machine Phone Service (Analog)		$422.00	$528.00	
ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Call Waiting (Per Phone Line)		$50.00	$62.50	
Voice Mail (Per Phone Line)		$50.00	$62.50	
ISDN/BRI Service		$300.00	$375.00	
Polycom Videoconference Equipment Rental w/ IP Connect Service		$1,100.00	$1,600.00	
Polycom Videoconference Equipment Rental w/ ISDN Service		$2,000.00	$2,500.00	

INTERNET SERVICES				
WIRED INTERNET CONNECTIONS: AUTOMATIC CONFIGURATION	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
200 Kbs Shared Service (2 private IP addresses. Gateway and other NAT devices will not function properly.)		$815.00	$1,019.00	
WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
300 Kbs Managed Service (1 public IP address)		$1,175.00	$1,468.75	
500 Kbs Managed Service (11 public IP address, private VLAN and subnet)		$1,875.00	$2,344.00	
750 Kbs Managed Service (18 public IP address, private VLAN and subnet)		$2,500.00	$3,125.00	
1.54 Mbps Managed Service (27 public IP address, private VLAN and subnet)		$4,100.00	$5,125.00	
3 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		$6,720.00	$8,400.00	
5 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		$10,000.00	$12,500.00	
Wireless Internet access is available onsite but is not recommended for exhibitor displays.				

Continued on page 2

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Additional Public IP Address (not available with 200kbs service)			$148.00	$185.25	
Copper Patch / Booth to Booth Connection			$336.00	$420.00	
Fiber Patch / Booth to Booth Connection			$470.00	$587.50	
Extend T1 or T3 Service			$1,000.00	$1,200.00	
Switch	8 port		$104.00	$130.00	
	24 port		$156.00	$195.00	
25’ CAT 5e Cable			$45.00	$56.00	
50’ CAT 5e Cable			$61.00	$76.75	
100’ CAT 5e Cable			$96.00	$120.00	

TECHNICAL SERVICES				
TECHNICAL SERVICES	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Cable TV Service		$245.00	$306.50	
CATV Tuner Rental		$56.00	$70.00	
CATV Tap Box Rental		$200.00	250.00	
Broadcast Video Service via TV-1		$2,000.00	$2,500.00	
			TOTAL DUE: $_____	

To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 · exhibitorservices@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

Massachusetts Convention Center Authority

Exhibitor Order Form - Rigging & Lighting Services

Effective October 1, 2010

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

ITEM DESCRIPTION & INFORMATION			
**Description of Item (Sign, Banner, Truss, etc.):			
Quantity:	Size:	Weight:	Height desired from floor to top of suspended item:
Do any items require Electrical service (circle one)? YES NO		Indicate Service Ordered on Electrical Form:	
Date When Your Item Will Be Ready for Hanging:		Preferred Move-Out Date:	

PACKAGE RIGGING SOLUTIONS

SERVICE DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Basic Rigging Package (Per Sign/Banner)		$1550.00	$1684.00	
Electrical Rigging Package (Per Sign/Banner)		$1794.00	$1988.00	
Team Labor Hour		$244.00	$304.00	

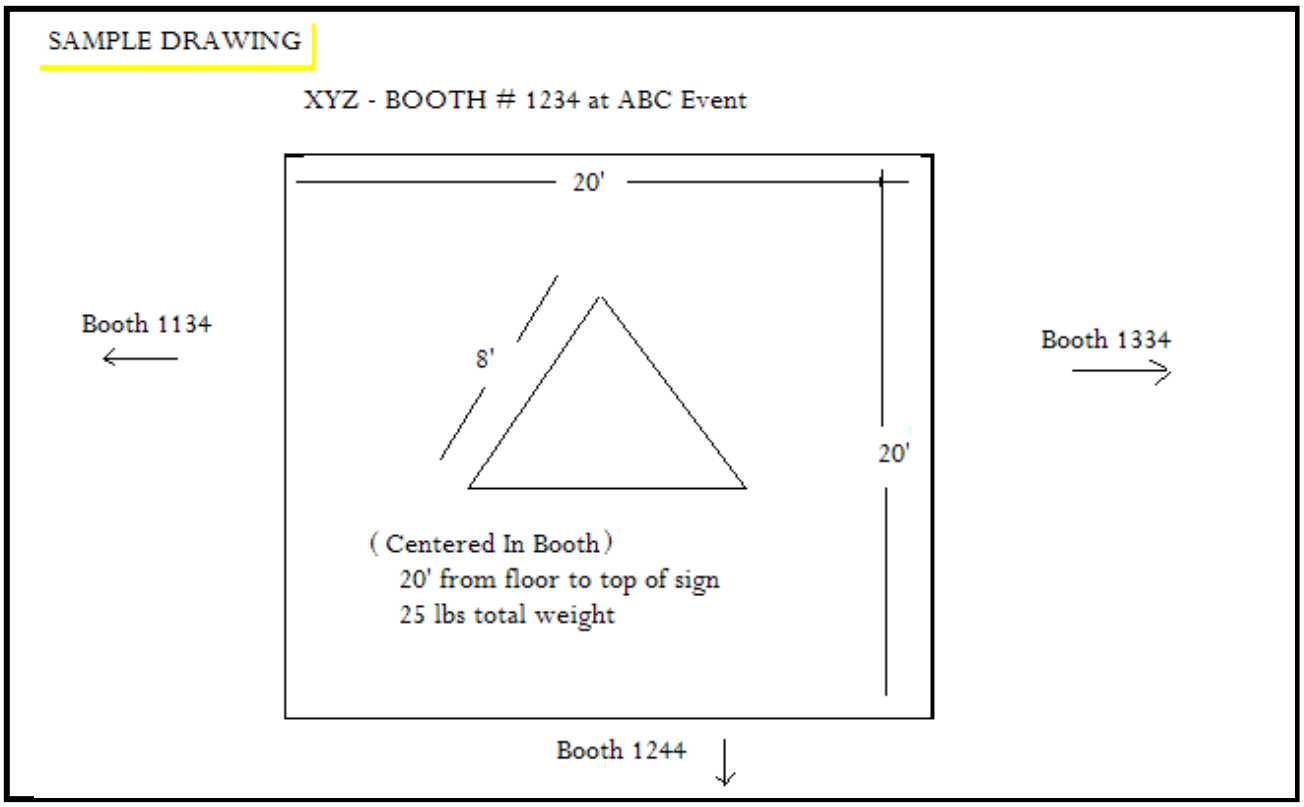
CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL *(REQUIRES QUOTE)*

EQUIPMENT DESCRIPTION		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Silver 12” x 12” Box Truss	5’ Section		$25.00	$30.00	
	8’ Section		$40.00	$48.00	
	10’ Section		$50.00	$60.00	
Black 12” x 12” Box Truss	5’ Section		$35.00	$42.00	
	8’ Section		$56.00	$67.00	
	10’ Section		$70.00	$84.00	
Silver 20.5” x 20.5” Box Truss	5’ Section		$45.00	$54.00	
	8’ Section		$72.00	$86.00	
	10’ Section		$90.00	$108.00	
Corner Block	Silver 12” x 12” box		$50.00	$60.00	
	Black 12” x 12” box		$65.00	$78.00	
	Silver 20.5” x 20.5” box		$70.00	$84.00	
Base Plate			$35.00	$42.00	
Rotator			$150.00	$180.00	
Motor			$150.00	$180.00	
Cheeseboro			$6.00	$7.00	
Grapple			$12.00	$14.00	

Continued on page 2

CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL *(REQUIRES QUOTE)*				
LIGHTING FIXTURES	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Source 4 Par – (575 watt, 750 watt)		$35.00	$42.00	
Source 4 Leko - (575, 750 watt)		$45.00	$54.00	
Par 64 (1000 watt)		$30.00	$36.00	
LIGHTING KITS	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Small Lighting Kit		$185.00	$212.00	
Medium Lighting Kit		$325.00	$390.00	
Large Lighting Kit		$450.00	$540.00	
X-Large Lighting Kit		$550.00	$660.00	
DIMMER RACKS & LIGHTING CONTROLS	**QTY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Dimmer Control 1.2 x 4		$80.00	$96.00	
Dimmer Control 2.4 x 12		$150.00	$180.00	
Dimmer Control 2.4 x 24		$320.00	$384.00	
			TOTAL DUE: $ _____	

We require diagrams and booth layouts for all rigging and lighting orders. See sample below.



To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 · exhibitorservices@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

Massachusetts Convention Center Authority

Exhibitor Order Form – Plumbing Services

Effective July 1, 2013

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

WATER AND DRAIN SERVICES						
SERVICE	**DESCRIPTION**	**QTY.**	**SIZE**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Water Approx 75 PSI Up to ¾" line	Individual Connection			$299.00	$374.00	
	Additional Connection			$175.00	$219.00	
Drain Up to ¾" line	Individual Connection			$299.00	$374.00	
	Additional Connection			$160.00	$200.00	
Fill & Drain	0-100 Gallons			$150.00	$187.50	
	Each additional 500 gallons			$104.00	$130.00	
SINK RENTALS						
SERVICE	**DESCRIPTION**	**QTY.**	**SIZE**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Cold Water Sink Rental	Includes: sink, one water and one drain connection			$600.00	$750.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			$800.00	$1,000.00	
COMPRESSED AIR AND GASES						
SERVICE	**DESCRIPTION**	**QTY.**	**SIZE**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL DUE**
Air Approx 110 PSI	Individual Connection			$365.00	$456.00	
	Additional Connection			$188.00	$235.00	
CO_2	20 lb Cylinder (Dry)			$154.00	$184.50	
	50 lb Cylinder (Dry)			$167.00	$200.50	
	20 lb Cylinder (Liquid)			$154.00	$184.50	
	50 lb Cylinder (Liquid)			$167.00	$200.50	
Nitrogen	300 ft^3 Tank (Dry)			$206.00	$247.75	
					TOTAL DUE: $ _____	

To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 · exhibitorservices@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

Massachusetts Convention Center Authority

Exhibitor Order Form - Security Services

Effective July 1, 2012

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at www.massconvention.com/exhibitorguide.

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

BOOTH NO. (s)

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S):_____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (_____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (_____)_____

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

ORDERS NEED TO BE PLACED 21 DAYS IN ADVANCE OF THE SHOW/EVENT OPENING IN ORDER TO GUARANTEE YOUR REQUESTED COVERAGE. ANY ORDERS RECEIVED AFTER THE 21 DAY CUT-OFF ARE SUBJECT TO APPROVAL AND ARE NOT GUARANTEED.

DATE	# OF OFFICERS	SCHEDULED HRS (4 HR. MIN.)	TOTAL MAN HRS.	DISCOUNT RATE (PER MAN HR.)	STANDARD RATE (PER MAN HR.)	TOTAL DUE
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
				$18.00	$20.00	
			TOTAL MAN HOURS: _____		TOTAL DUE: $ _____	

To pay with a MasterCard, Visa or American Express, you may order online at www.massconvention.com.
To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 · exhibitorservices@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

CONVENTIONS C.A.R.E.

Community Assistance by Responsible Events

MCCA

Massachusetts Convention Center Authority

LEAVE IT BEHIND. MAKE A DIFFERENCE.

Do you CARE? We do.

The Massachusetts Convention Center Authority believes in community, both inside its convention centers and in the diverse neighborhoods of historic Boston, where needs are sometimes great.

By donating useable materials to our **Conventions C.A.R.E.** program, you'll be helping scores of non-profit organizations throughout the city and the region. Not only will your materials be put to good re-use, but you'll be cutting back on your event's environmental impact by diverting waste from local landfills. Plus, it saves you the time and expense of shipping unneeded goods back home. The MCCA already recycles and donates abandoned property. With your help, we can do even more.

It's easy. At the conclusion of your show, look for the bright blue bins spread around the show floor at "**Product Donation Stations**" during the breakdown of your event. The bins are marked with the "**CONVENTIONS C.A.R.E.**" logo. Then, simply leave your clean, useable, non-perishable donations in the bin. They can include:

- office products
- building products
- medical supplies
- convention bags
- furniture
- clothing
- non-perishable food
- toiletries

We'll take over the rest, arranging the assignment and transport of your donations. We'll also track and report these donations to show management.

The program supports several local non-profits, directly benefiting some of the neediest residents in our community. By working together, the MCCA, our partners and you can show Boston charities that responsible events care.

IN PARTNERSHIP WITH:

FREEMAN · GES · NeXtShow · JCALPRO · Brede Expositions Services

If you're interested in donating or to learn more, please visit the MCCA exhibitor services desk or contact your exhibitor services representative: exhibitorservices@massconvention.com or (617) 954-2230

EXHIBITOR GUIDELINES, INFORMATION AND REGULATIONS

MCCA
Massachusetts Convention Center Authority

Access Control and Credentialing

The following information applies to all Exhibitors traveling to the BCEC, unloading Exhibitor-related cargo, and parking at the BCEC:

Exhibitors accessing the BCEC must be processed by the BCEC Public Safety Department before entering the facility. Issued Exhibitor Credentials must be worn on the outermost garment (or on the right wrist if an ID band is issued) of the Exhibitor at all times while inside the facility. Exhibitors should check in with the General Service Contractor (GSC) Marshalling Lot Trailer, or go directly to the South Parking Lot if directed by the GSC or Licensee, before proceeding into the building at Southwest Badging.

Affixing to the Facility Structure

Licensee shall not allow exhibitors to:

- Rigging of cable/hanging devices or affixing any materials to the ceiling, electrical buss ducts and conduits, on sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the BCEC is strictly prohibited.
- Exhibits shall not cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces) of the premises.
- Exhibits shall not erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities, and equipment contained on the premises.
- Walls, floors, ceilings, or other areas of the facility or its furnishings or fixtures are not to be painted or have permanent coverings applied.

Booth Set-Up and Dismantle

Exhibitors

The unpacking, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

No one under the age of 18 is permitted on the loading docks, in truck bays or in the loading dock yard. Additionally, no one under the age of 18 is permitted in the exhibit halls during move-in or move-out operations. The Licensee will determine age restrictions, if any, for hours when the exhibit hall is open for attendees.

Cabling

No cables (telephone, Internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown — cable trays are not an acceptable substitute.

Caution Tape

Use of 'Caution Tape' is prohibited. Yellow or red plastic tape with black stripes, or printed with 'Caution', 'Do Not Enter' or other warning messages may only be placed by the MCCA to warn individuals of a hazardous condition. The MCCA prohibits the use of yellow or red plastic tape to restrict access to an event or exhibit display. Rope and stanchion is available from the General Service Contractor or in limited quantities from MCCA Event Services.

Cooking Demonstrations

Exhibitors shall provide a Class K fire extinguisher for hazards where there is a potential for fires involving combustible cooking media (vegetable or animal oils and fats). Maximum travel distance shall not exceed 30 feet (9.15 meters) from the hazard to the extinguisher(s).

Exhibitors may use butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the BCEC is limited to two (2) 1-pound UL approved canisters per cooking device; one canister in use and attached to the cooking device and one spare canister. Due to safety concerns of exhibitors , exhibitors may only use butane canisters purchased directly through Levy Restaurants. You are required to have a 20 lb ABC fire extinguisher for your display when using butane.

Double-Decker Booths and/or with a Roof

All Double-Decker exhibits are subject to applicable state and city building codes and are subject to inspection by state/city officials and the MCCA. Maximum occupancy load for upper level(s) must be posted at the base of the stairway and enforced by the exhibitor. Smoke detectors must be installed on the first floor of the exhibit and every subsequent enclosed level. Automatic extinguishing systems are

required of any exhibit that has a roof, or any other covering, that would impede the effective use of the facility's sprinkler system. A 10 lb. ABC fire extinguisher must be visible on every level of the exhibit. Any exhibit that is deemed a hazard by the MCCA must be removed from the facility. All costs for removal are the responsibility of the Licensee. The City of Boston Fire Code prohibits the use of fabric attached to a ceiling or used to cover any portion of an exhibit.

Exclusive Services

The BCEC will be the exclusive provider of the following services: food & beverage, cleaning, electrical, medical, business center, telephone, Internet, rigging, the operation of ground-supported crank-ups, the operation and provision of lifts for theatrical purposes, plumbing, the use of the house sound system and the supply of compressed airs and gases.

The MCCA is the 'preferred' provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

Exhibitor Product

Exhibitors are prohibited from offering or selling **any product(s)** to any employee, agent, contractor or subcontractor working at the BCEC.

At the conclusion of the event all products must be either:

- Removed from MCCA facilities by the exhibitor; or
- Properly disposed of; or
- Donated to a previously identified non-profit charity; or
- Sold to an established business with sales receipts supplied and produced on demand.

Any MCCA employee, agent, contractor or subcontractor working in MCCA facilities who is determined to be removing and/or accepting from another event related product(s) is subject to immediate termination of employment or prohibition from working at all MCCA facilities.

ALL PERSONS, VEHICLES, BAGS, CONTAINERS, ETC. ARE SUBJECT TO SEARCH.

Fire Safety

Exhibits and decorative materials must meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code). The Massachusetts Department of Public Safety (DPS) has jurisdiction over all safety matters of the MCCA. The DPS, in conjunction with the City of Boston Fire Department (BFD), provide guidance to the MCCA for a safe venue for all guests and employees at MCCA facilities.

Fire Safety Equipment

Fire extinguishers are located on each of the support columns in the exhibit hall area and on the perimeter walls. All brackets are 40 inches (102 cm) from the floor. Support column fire extinguishers are primarily mounted on the northwest quadrant. Fire extinguishers on the support columns along the north end of Hall A, and those on the south side of the air walls, are mounted on the southwest quadrant. General Service Contractors (GSC) and exhibitors are required to maintain a minimum unobstructed path of no less than 48 inches (122 cm), 24 inches (61 cm) on center for fire extinguishers.

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that emergency exits, fire extinguishers, fire pull stations, fire department value boxes and fire alarm flashers are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to a fine.

Fire Safety Limitations

The following limitations apply to all exhibits located in the exhibition halls in the BCEC:

1. The following items are fire-hazards and are prohibited for use in the BCEC:
   - Compressed flammable gases. (Exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department. Quantity inside the BCEC is limited to two (2) 1-pound UL approved canisters per cooking device; one canister in use and attached to the cooking device and one spare canister. Due to safety concerns of exhibitors, exhibitors may only use butane canisters purchased directly through Levy Restaurants. You are required to have a 20 lb

ABC fire extinguisher for your display when using butane.)
- Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs, charcoal and similar materials
- Untreated mulch and Spanish moss or similar vegetation
- Untreated hay or straw

2. The following shall be protected by automatic fire extinguishing systems:
   - Single-level exhibit booths exceeding 300 square feet (28 square meters) and covered by a ceiling
   - Each level of a multi-level exhibit, including the uppermost level where the uppermost level is covered by a ceiling.
   - Any home or house constructed within the exhibit hall must also include smoke/fire alarms and a 10 lb. ABC fire extinguisher on each level.

3. A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters .The Boston Fire Department prohibits the use of fabric as a display ceiling or covering.

4. The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters)

5. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Massachusetts State Building Code.

6. Open flame devices may be permitted when they are a necessary part of the exhibit with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 20 lb. ABC fire extinguisher present within the exhibit.

7. Candles are permitted so long as the flame from the candle does not exceed the height of the required fire safe enclosure, which is usually made of glass or other non-combustible material. Candles can be placed on tables only. Candles cannot be placed on any shelving, window ledges or sills, or any other place where the candle and its encasement could fall and cause injury and or fire. Use of candelabras and other such arrangements are prohibited. Candles cannot be placed on, in, or near the same area with other combustibles, such as dried flower arrangements, confetti, etc. All candles and required encasements to be used must be approved by the MCCA Public Safety Department at least 60 days prior to the date of their intended use. The exhibitor is required to have a 10 lb. ABC fire extinguisher readily accessible within the exhibit.

8. Any vehicle or apparatus which has a fuel tank and is part of a display is required to be equipped with a locking (or taped) gas cap and contain no more than three (3) gallons of fuel, or 1/8 tank, whichever is less; at least one (1) battery cable used to start the engine must be disconnected and the end of the disconnected battery cable taped ; vehicles shall not be moved during exhibit hours. Fueling or defueling of vehicles is prohibited. Vehicles may not be started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.

9. Curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated and submitted to the Boston Fire Department Chemist for approval. Material that cannot be treated for flame retardancy shall not be used.

10. All tent canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp. Additionally, exhibitors must have the manufacturer documentation available for on-site inspection. Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp. The exhibitor is required to

have a 10 lb. ABC fire extinguisher readily accessible within the exhibit. Individual exhibitor tents, canopies or tarps, exceeding 300 square feet (28 square meters) shall be protected by automatic fire extinguishing systems. A single exhibit or group of exhibits covered by a tent, canopy or tarp that do not require sprinklers shall be separated by a distance not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). Tents exceeding 400 square feet (37 square meters) require a tent permit from the Boston Fire Department.

11. The GSC or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor covering. The Boston Fire Department prohibits the use of carpet on walls, ceilings, seating products or as decorative material.

12. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system. Rigged items shall not exceed 300 square feet in surface area in a horizontal plane, nor be more than a 15 degree angle from a vertical plane relative to the exhibit hall floor.

13. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.

14. Exhibitors shall move, remove, or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events.

Flame-Retardant Treated Materials

The following rules apply regarding flame-retardant treatments:

1. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and State Fire Marshal.

2. Combustible materials, ⅜ inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.

3. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant, is prohibited.

4. Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.

5. All materials must be certified by the Boston Fire Department within six (6) months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Boston Fire Department for testing.

6. The City of Boston Fire Code prohibits the use of:
   - fabric attached to a ceiling or used to cover any portion of an exhibit.
   - carpet on ceilings, walls, seating products, or as decorative material.

Lasers

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by the Licensee and the MCCA Public Safety Department. All lasers must comply with Code of Massachusetts Regulations 105 CMR 120.000, and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health http://www.mass.gov/eohhs/consumer/community-health/environmental-health/exposure-topics/radiation/emf/.

Food & Beverage Samples

The BCEC prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive F&B service provider. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of Levy Restaurants.

Levy Restaurants is the official caterer for all food and beverage services within the BCEC. All arrangements for the service of food and/or beverages must be made through the catering office. Food and beverage sampling, in conjunction with specific exhibits may be permitted, but only to the extent approved in writing, in advance, by a Levy Restaurants Catering Sales Manager.

In order to obtain authorization from your Catering Sales Manager to distribute food and beverage items, one of the following conditions must exist:
(1) The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute SAMPLE sizes (2 ounces of pre-packaged food items or 4 ounces of non-alcoholic beverages) of his/her product and

cannot participate in cash sales of said product during the show.
--OR--
(2) The party interested in distributing food and/or beverage items must pay a fee (to be determined by a Levy Restaurants Catering Sales Manager) in order to waive its right to exclusivity under the MCCA/BCEC License Agreement.

If a party brings unauthorized food and/or beverage items into the BCEC and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space.

Sampling Authorization Form (Page E10) – This form outlines policies and procedures pertaining to F&B sampling at the BCEC. The document contains specific information regarding allowable sample sizes, eligibility of sampling, method of distribution, etc. This form is required by Levy Restaurants in order to obtain permission to sample and to obtain a Temporary Food Service Permit.

Temporary Food Service Permit Application – The City of Boston Inspectional Services Division requires a temporary food service permit for any F&B served at the BCEC that is not sourced through Levy Restaurants. Permit fees begin at $30.00 for a one-day permit with $5.00 for each additional day of sampling (example: a 3-day permit costs $40.00). Please contact "your show's Exhibitor Service Manager" for additional information.

For more information on available Exhibitor Catering Services or further assistance, please contact:

Levy Restaurants , Catering & Sales Office,
617-954-2321

Glitter, Confetti, Popcorn, and Other Materials

The use of glitter, confetti, sand, or simulated snow types of material, as well as popcorn, is NOT permitted in the BCEC without prior approval from your Event Services Manager. If your request is approved, an additional cleaning cost may apply.

Additionally, adhesive-backed decals may not be given away or utilized. Any costs incurred by the BCEC for the removal of these items will be charged to the Licensee.

Gratuities Policy

It is against the MCCA's policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to personnel employed by the MCCA, or its contractors, agents, or suppliers, is not necessary and strictly prohibited and if you are approached or solicited by any MCCA or service contractor personnel please report this violation to the Chief of Public Safety at (617) 954-2222.

Guardrails and Stairs

Any platforms exceeding 30" in height will require a Massachusetts State building code compliant guardrail system. The guardrail shall be 42" in height with balusters or solid material such that a sphere with a four (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress. The easiest way to address this issue with minimal cost, is to secure a fitted piece of fire-rated plywood or sheet rock between the stringers against the back of the treads.

Hand-Carry Policy

The MCCA reserves the right to restrict all freight and package deliveries to the loading dock. MCCA Public Safety personnel will be on site to direct and assist exhibitors during move-in and move-out.

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the loading dock. The Licensee and its exhibitors will be allowed to hand

carry **one** item, one time, in or out of the facility without having to access the loading dock. (Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment.)

No parking is allowed at the entrance of the facility; and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by facility personnel.

This policy is strictly enforced at The Westin Boston Waterfront Hotel skybridge as well.

Lights

Only Underwriters Laboratories (UL) approved clamp-on types of portable spotlights, are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater rated for 20 amp are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amp.

Material Handling

Exhibitors are allowed to perform their own material handling, providing all of the following criteria are met:

- Exhibit personnel performing the work **must** be bona fide, full-time employees ("authorized personnel") of said company.
- Exhibitors may choose to off-load from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the company provided the vehicle is co-owned or rental vehicles **must** be less than 24 feet in length.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well.
- At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the Exclusive Rigging Service Provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors.

Move-In Procedures

ALL Exhibitor move-in is restricted to the BCEC Loading Dock. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/General Conditions Section of the Event Guide.

Non-Credentialed Exhibitor Staff

Exhibitor staff arriving at the facility must identify themselves with a photo ID (preferably a valid state issued motor vehicle operator's license) by the Southwest Loading Dock Public Safety Officer. Once positively identified, the Exhibitor will be referred to the Licensee in order to register and receive event credentials.

Parking on Loading Dock Limited to 30 Minutes

Exhibitor staff members parking on the loading dock and displaying their loading dock parking pass on the dashboard of the motor vehicle for the purposes of unloading cargo have a limit of 30 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 30 minute limit and/or who do not properly display a valid loading dock parking pass subject themselves to towing at the vehicle owner/operator's risk and expense.

Positive Means of Identification Required

While inside the facility Exhibitor staff must be in possession of a positive means of identifying themselves with photo identification (ID), preferably a state issued motor vehicle operator's license, etc.

Public Safety Recommendations

The MCCA is not liable for nor does the MCCA carry any insurance on Exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.

4. Do not leave your booth unattended during the set-up period.
5. Do not leave exhibit material under tables or displays.
6. Do not include exhibit material in containers to be stored with empties.
7. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.
8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.

Smoking

The BCEC is a non-smoking facility. Smoking is NOT allowed in the building at any time. Designated smoking areas are located outside the building.

Solicitations

No solicitations or collections in the BCEC, whether for charity or otherwise, shall be made, attempted, or allowed without the prior written consent of your Event Services Manager.

MCCA Services

The BCEC and its contracted entities are the exclusive providers of the following services: food & beverage, cleaning, electrical, medical, business center, telephone, Internet, rigging, the operation of ground-supported crank-ups, plumbing, and the supply of compressed air and gases. Most of these services are available directly to exhibitors and can be provided through the Exhibitor Services Center. They are subject to prices and conditions detailed in our Exhibitor Ordering Guide. Our services can NOT be resold or bundled as a package without prior written approval from the General Manager. Discounts may apply to some services by meeting the advance payment deadlines and conditions notes on the forms.

The MCCA is the 'preferred' provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

For rates and additional information, exhibitors should contact our Exhibitor Services Department at (617) 954-2230 or visit our secure online ordering web site at www.massconvention.com.

ATMs

Guests will find ATMs on Level One in the North Lobby and the Wicked Good Market and on Level o East.

Audio/Visual Services

The BCEC offers in-house A/V services on a preferred basis with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens, and computer interfaces are available, along with skilled operators. The BCEC features a digital audio system and extensive use of fiber optic cabling to distribute signals throughout the facility. The BCEC has a clear line of sight to all satellites and dedicated truck parking spaces complete with power and signal distribution. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V Companies must bring in a stand-alone speaker system.

Booth Packages

Our services can NOT be resold or bundled as a package without prior written approval from the BCEC General Manager.

Business Center

The MCCA in-house vendor is the exclusive service provider of the Business Center. From simple documents to complex projects and on-going programs the MCCA business center will provide document management solutions to meet your needs. The document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, notary public services, pack and ship options, express and ground service, fax service with delivery on incoming messages and desktop/word processing.

Satellite Services

The BCEC has a clear line of sight to all satellites and convenient parking spots for uplink and downlink trucks. Power and signal distribution is available at all truck locations. Please contact your Event Services Manager for more details and pricing.

Transportation

Public Transportation

We strongly encourage you to promote public transportation as an efficient transportation option for your attendees and exhibitors. Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or "The T"). A number of excellent public transportation options are available for service to and from the BCEC. South Station, the premier regional transportation center, is a ten minute walk from the front door of the BCEC. Services available at South Station include the MBTA's Red and Silver lines, Amtrak regional service, bus service, and commuter rail.

Additional information about public transportation in Boston can be found on the MBTA's website: http://www.mbta.com.

Information about water taxi service can be found at http://www.citywatertaxi.com.

Taxi Information

MCCA staff will coordinate with the individual taxi cab companies and the Boston Hackney Division for the needs of each event. Assigned staff will manage taxi service logistics. *Level One, North Entrance at 415 Summer Street is the required location for taxi cab drop-off and pick-up*. This taxi stand location will be separate from the other transportation operations for the event.

Taxis will arrive at the designated taxi stand and wait in a short queue for customers as long as necessary for a passenger to board. The only limitation is that the taxis at the end of the queue do not block open lane traffic. Taxis unable to enter the designated curb lane will be required to proceed to the designated taxi pool area and will be called as service requires. The BCEC may create a temporary taxi pool on Northwest Level One. Curbside managers at the designated taxi stand will be in radio contact with monitors at the pool site to dispatch taxis when a steady flow of taxis is required, such as during an event break.

For a complete list of taxi companies and their contact information, please visit the BCEC transportation website.

Parking

The BCEC currently maintains 1,345 parking spaces in the South Parking Lot. There are also 200 parking spaces that are utilized for valet parking. Please keep in mind that there is no 24-hour parking, or overnight parking at the BCEC. For larger events there are nearly 10,000 parking spaces at nearby parking facilities that could be used to create "blocks" of parking for BCEC events. The parking element of the Transportation Plan will describe the use of these parking resources. The Plan will seek to minimize displacement of parkers from existing facilities and parking-related impacts in the South Boston residential neighborhood.

ADA Parking

If valet service is available for the event, those attendees that are driving themselves can park with valet. Those wishing to park their own vehicles will be directed to park in the ADA area in the South Parking Lot, in the rear of the facility. From there, they can take a handicap-accessible sidewalk to Level Zero, where they can enter the BCEC through the Southeast lobby.

Valet Parking

The MCCA can provide valet parking services at the BCEC.

Parking Options and Directions

Motorists can find the BCEC by using the highway ramps from I-90 and I-93 that are conveniently located in the South Boston Waterfront area. South Boston Waterfront parking lots can also be easily accessed from these highways. Directions and appropriate temporary directional signs placed in the local street network will be provided to guide event attendees to off-site parking facilities that support a BCEC event. These signs will be placed at the direction and expense of the Licensee and will be designed to complement permanent directional signs that are in place to direct motorists to the BCEC. The Licensee will distribute directions to parking areas to event attendees with the purpose of keeping motorists on the highway system prior to entering the South Boston Waterfront.

LEVY RESTAURANTS HYNES AUTHORIZATION REQUEST
Sample Food and/or Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Hynes Convention Center (HYNES) and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the HYNES. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute SAMPLE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

General Conditions - Food Industry Related Shows

1. Items dispensed are limited to products ***Manufactured, Processed or Distributed*** by exhibiting companies.

2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
    a. Non-Alcoholic Beverages limited to **maximum of 4 oz**. Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
    b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (**2 oz. for beer/wine, 1.25 oz for liquor**) and can only be served by a licensed Levy Restaurants bartender.
    c. Food items are limited to "bite size", **not to exceed 2 oz.** portions or a 2 oz. prepackaged samples.
    d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.

3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or HYNES services.

IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

TAKE-AWAY ITEMS AND BUY-OUT FEES Any Food and Beverage brought on premises without the Written Authorization from

Levy Restaurants, the HYNES and NAME Show Management is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Requests for take-away items must be submitted no later than DATE.
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/booth events or that do not fall within the Sampling parameters listed above may incur a **Buy-out Fee** by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

UNUSED FOOD OR BEVERAGE PRODUCT that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will assessed:

1. $150.00 for a Small Visi Cooler
2. $300.00 for a Large Double Visi Cooler
3. $25.00 per Drop Off and Per Pick-up for Steward
4. $150.00 per day minimum for dry or refrigerated storage
5. $6.00 per 5 pound bag of ice

**Both the Refrigerator and Cooler require Stewarding Labor to drop off and retrieve the equipment. A Security Deposit of $250 per piece of equipment will also apply.*

SHIPPING/RECEIVING Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the HYNES from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

Exhibiting firm must provide Levy Restaurants with a certificate of liability with coverage of $1,000,000 per occurrence and naming Levy Restaurants Corporation and the HYNES as additional insured.
Information must be received no later than close of business (5:00 PM EST) on DATE.

Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.

SHOW NAME
DATE

Company Name_____Booth No. _____

Company Address_____

Contact Name_____ _____Telephone ( ) _____Ext_____

Email _____Onsite Contact_____ Cell _____

PLEASE SPECIFY: Item / Distribution Purpose / Quantity / Portion Size / Method of Dispensing

_____
_____
_____
_____

Agreed_____ Approved_____ Date_____
Exhibiting Firm Levy Restaurants

PLEASE RETURN FORM TO LEVY RESTAURANTS BY DATE TO ENSURE CONFIRMATION AND APPROVAL.

For additional services and information, please contact Levy Restaurants:

Lauren Parker, Catering Sales Manager
415 Summer Street, Boston MA 02210
phone 617-954-2321 fax 617-954-2159
lparker@levyrestaurants.com

TRADE SHOW FURNISHINGS 2015

Product Catalog

CORT®

© 2015 CORT. A Berkshire Hathaway Company.

PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA

CHR003

SFA003

MIRABEL

CHR001

SFA001

ALLEGRO

CHR002

SFA002

KEY WEST

OCB

LSM

SOM

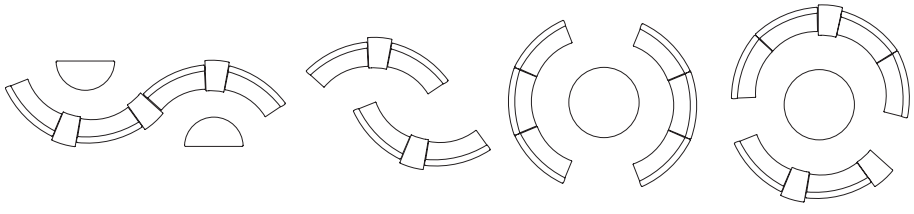
SOUTH BEACH

OTS

SO1

SO2

Suggested Uses of South Beach



TANGIERS

TANCHR

TANSOF

NAPLES

NPLCHR

NPLLOV

NPLSOF

HEATHROW

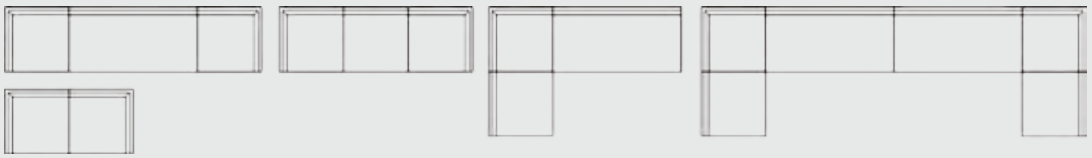
HS008

HC008

HEA08

HCH08

Suggested Uses of Heathrow



SOFAS & SECTIONALS

HEA08

SO1

SFA001

SFA002

NPLSOF

TANSOF

SOM

SFA003

HS008

SO2

LOVESEATS

LSM

NPLLOV

SOFAS & SECTIONALS

HEA08 Heathrow Sofa
Black Vinyl
48"L 24"D 28"H

SO1 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SFA001 Mirabel Sofa
Brown Leather
76"L 35"D 32"H

SFA002 Allegro
Blue Fabric
73"L 34.5"D 30"H

NPLSOF Naples Sofa
Black Vinyl
87"L 30"D 28"H

TANSOF Tangiers Sofa
Beige Textured
78"L 37"D 36"H

SOM Key West Sofa
Black
85"L 35"D 33"H

SFA003 Roma
White Vinyl
78"L 31"D 33"H

HS008 Heathrow 3 pc. Sectional
Black Vinyl
72"L 48"D 28"H

SO2 South Beach 3 pc. Sectional
Platinum Suede
152"L 40"D 33"H

LOVESEATS

LSM Key West Loveseat
Black
57"L 35"D 33"H

NPLLOV Naples Loveseat
Black Vinyl
62"L 30"D 28"H

CLUB CHAIRS

CHR003

CHR001

CHR002

NPLCHR

TANCHR

OCB

HCH08

HC008

OCCASIONAL CHAIRS

SWAN

OCA

OCH

BCW

CCE

LABREA

MADGRY

MEETING CHAIRS

OCMESP

OCMTAU

CLUB CHAIRS

CHR003 Roma Chair
White Vinyl
37"L 31"D 33"H

CHR001 Mirabel Chair
Brown Leather
36"L 35"D 32"H

CHR002 Allegro Chair
Blue Fabric
36"L 34.5"D 30"H

NPLCHR Naples Chair
Black Vinyl
36"L 30"D 28"H

TANCHR Tangiers Chair
Beige Textured
34"L 37"D 36"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

HCH08 Heathrow Chair
Black Vinyl
24"L 24"D 28"H

HC008 Heathrow Corner Chair
Black Vinyl
24"L 24"D 28"H

OCCASIONAL CHAIRS

SWAN Swanson Swivel Chair
White Vinyl
28"L 25"D 18"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Madrid Chair
Black Leather
30"L 30"D 31"H

BCW Madrid Chair
White Leather
30"L 30"D 31"H

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

LABREA La Brea Swivel Chair
Charcoal Gray, Fabric
35"L 27"D 40"H

MADGRY Madden Arm Chair
Light Gray, Vinyl
27"L 32"D 33"H

MEETING CHAIRS

OCMESP Meeting Chair
Espresso Leather
25.5"L 23.5"D 34"H

OCMTAU Meeting Chair
Taupe Fabric
25.5"L 23.5"D 34"H

OTTOMANS

BNO08

BN075

END02B

END02W

SAL

OSC

OTH

PUZ2SW

CUBL20

VIB05

VIB06

VIB07

VIB08

VIB01

VIB02

VIB03

VIB04

OTS

OTK

OTL

CCB

CCW

OTTOMANS

BNO08 Bench Ottoman
Black Vinyl
60"L 20"D 18"H

BNO75 Bench Ottoman
White Vinyl
60"L 20"D 18"H

END02B Endless Square Ottoman
Black
34"L 34"D 15"H

END02W Endless Square Ottoman
White
34"L 34"D 15"H

SAL Sally Stool
White
12" Round 17"H

OSC Milano Cube
White Leather
17"L 17"D 18"H

OTH Milano Cube
Black Leather
17"L 17"D 18"H

PUZ2SW Puzzle Bench Ottoman
White
48"L 24"D 18"H

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

Vibe Cube Ottoman
Waterproof
18"L 18"D 18"H
VIB05 Yellow Vinyl
VIB06 Gold/Bronze Vinyl
VIB07 Beige Vinyl
VIB08 Orange Vinyl
VIB01 Green Vinyl
VIB02 Blue Vinyl
VIB03 Pink Vinyl
VIB04 Red Vinyl

OTS South Beach Wedge Ottoman
Platinum Suede
25"L 31"D 18"H

OTK Half Round Ottoman
Black Leather
72"L 36"D 17"H

OTL Half Round Ottoman
White Leather
72"L 36"D 17"H

CCB Circle Ottoman
Black Leather
72"L 72"D 17"H

CCW Circle Ottoman
White Leather
72"L 72"D 17"H

CCZ Circle Ottoman
Black, White Leather
72"L 72"D 17"H

GROUP SEATING

RSTDIN

DUET

CS8

CS9

SC4

SC1

XCHR

SC9

SC10

CH002

SCF

SCC

SCE

SCD

SC8

SC3

XC3

XC6

CO4

GROUP SEATING

RSTDIN Rustique Chair with arms
Gunmetal
20"L 18"D 31"H

DUET Duet Chair
Black, Chrome
21"L 23"D 33"H

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC1 New York Chair
Black, Maple
18"L 17"D 34"H

XCHR Christopher Chair
White Vinyl, Chrome
17"L 19"D 35"H

SC9 Panton Chair
White
20"L 24"D 33"H

SC10 Razor Chair
White
15.38"L 15.5"D 30.5"H

CH002 Wendy Chair
Clear Acrylic
15"L 20"D 36"H

SCF Fusion Chair
Black, White
19"L 21"D 32"H

SCC Fusion Chair
Clear, White
19"L 21"D 32"H

SCE Fusion Chair
Red, White
19"L 21"D 32"H

SCD Fusion Chair
Green, White
19"L 21"D 32"H

SC8 Flex Chair with wheels
24"L 22"D 31"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

CO4 Iso Mesh Chair
Black
26"L 24"D 38"H

COCKTAIL TABLES

COLI

C1E

C1D

C1K

C1F

C1C

C1W

C1Y

SIDE AND END TABLES

TMBTBL

NEMSAC

ETBL

AURA

EOLI

E1E

E1D

E1K

E1F

E1C

CDYTB

E1W

E1Y

CUBTBL

COCKTAIL TABLES

COLI Oliver Cocktail Table
Walnut Finish
47"L 27"D 19"H

C1E Silverado Cocktail Table
Glass, Chrome
36" Round 17"H

C1D Soho Cocktail Table
Espresso, Metal
38"L 38"D 18.5"H

C1K Inspiration Cocktail Table
Glass, Brushed Steel
42"L 28"D 18"H

C1F Geo Cocktail Table
Glass, Black
50"L 22"D 16"H

C1C Geo Cocktail Table
Glass, Chrome
50"L 22"D 16"H

C1W Sydney Cocktail Table
White, Brushed Steel
48"L 26"D 18"H

C1Y Sydney Cocktail Table
Black, Brushed Steel
48"L 26"D 18"H

END TABLES

TMBTBL Timber Table
Wood
16" Round 17"H

NEMSAC Mosaic Tables, Set of 3
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

ETBL E Table
Wood
21"L 15.5"D 27.5"H

AURA Aura Round Table
White Metal
15" Round 22"H

EOLI Oliver End Table
Walnut Finish
22" Round 22"H

E1E Silverado End Table
Glass, Chrome
24" Round 22"H

E1D Soho End Table
Espresso, Metal
26"L 26"D 27"H

E1K Inspiration End Table
Glass, Brushed Steel
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

CDYTB Candy Table
White/Black Top
18"L 18"D 18"H

E1W Sydney End Table
White, Brushed Steel
27"L 23"D 22"H

E1Y Sydney End Table
Black, Brushed Steel
27"L 23"D 22"H

CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

CONFERENCE TABLES

CG1

CF2

CE2

OCT6W

CE1

CF1

6'–CB2

MERLIN

WD3

8'–CB3

6'–CD2

8'–CD3

6'–CC6
8'–CC7
10'–CC8

6'–CT06GR
8'–C508GR
10'–CT10GR

CC5

CB1

CONF42

SAMPLE CONFERENCE SETS

CONFERENCE TABLES

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CF2 Geo Table, Rectangular
Glass, Black
60"L 36"D 29"H

CE2 Geo Table, Rectangular
Glass, Chrome
60"L 36"D 29"H

OCT6W Nova Oval Table
White, Silver Powder Coated Legs
71"L 36"D 29"H

CE1 Geo Table, Rounded Square
Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table, Rounded Square
Glass, Black
42"L 42"D 29"H

CB2 Table
6' Graphite Nebula
72"L 42"D 29"H

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

CB3 Table
8' Graphite Nebula
96"L 48"D 29"H

CD2 Table
6' Gray Nebula
72"L 42"D 29"H

CD3 Table
8' Gray Nebula
96"L 48"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29.5"H

CC7 Table
8' Mahogany
96"L 48"D 29.5"H

CC8 Table
10' Mahogany
120"L 48"D 29.5"H

CT06GR Table
6' Granite
72"L 36"D 29"H

C508GR Table
8' Granite
96"L 44"D 29"H

CT10GR Table
10' Granite
120"L 46"D 29"H

CC5 Table
Mahogany
42" Round 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

CONF42 Table
White Laminate
42" Round 29"H

EXECUTIVE CHAIRS

PROEXE

XC2

XC1

XC5

XC4

OTO

G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES

G30BMS

G30BMW

G30BWS

G30BWW

G30DMS

G30DMW

G30DWS

G30DWW

G30CMS

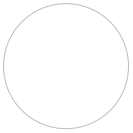
G30CMW

G30CWS

G30CWW

TABLE TOP OPTIONS

MAPLE


WHITE

EXECUTIVE CHAIRS

PROEXE Pro Executive Chair
White Classic Vinyl
27.5"L 27.5"D 45.7"H
Adjustable

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H
Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H
Adjustable

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H
Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H
Adjustable

OTO Perth Chair
High Back, Black
23"L 21"D 43"H
Adjustable

BAR TABLES

G30BMS Bar Table
Maple Top
72"L 26"D 42"H

G30BMW Bar Table
with Grommet Holes,
Maple Top
72"L 26"D 42"H

G30BWS Bar Table
White Top
72"L 26"D 42"H

G30BWW Bar Table
with Grommet Holes,
White Top
72"L 26"D 42"H

CAFÉ TABLES

G30DMS Café Table
Maple Top
72"L 26"D 30"H

G30DMW Café Table
with Grommet Holes,
Maple Top
72"L 26"D 30"H

G30DWS Café Table
White Top
72"L 26"D 30"H

G30DWW Café Table
with Grommet Holes,
White Top
72"L 26"D 30"H

COCKTAIL TABLES

G30CMS Cocktail Table
Maple Top
72"L 26"D 18"H

G30CMW Cocktail Table
with Grommet Holes,
Maple Top
72"L 26"D 18"H

G30CWS Cocktail Table
White Top
72"L 26"D 18"H

G30CWW Cocktail Table
with Grommet Holes,
White Top
72"L 26"D 18"H

BARSTOOLS

RSTSTL

BS001

BS002

BS003

ROLLRD

ROLLGY

ROLLWH

ROLLBL

BSN

BCE

BSS

BST

BSL

BSC

BSD

BARSTOOLS

RSTSTL Rustique Barstool
Gunmetal
13"L 13"D 30"H

BS001 Shark Barstool
White, Chrome
22"L 19"D 34–44"H

BS002 Zoey Barstool
White, Chrome
15"L 16"D 26-30.5"H

BS003 Zoey Barstool
Black, Chrome
15"L 16"D 26-30.5"H

ROLLRD Lift Barstool
Red Vinyl
15" Round
23–33.5"H Adjustable

ROLLGY Lift Barstool
Gray Vinyl
15" Round
23–33.5"H Adjustable

ROLLWH Lift Barstool
White Vinyl
15" Round
23–33.5"H Adjustable

ROLLBL Lift Barstool
Black Vinyl
15" Round
23–33.5"H Adjustable

BSN Jetson Barstool
Black
18"L 19"D 29"H

BCE Ice Barstool
Transparent, Chrome
16"L 14"D 33"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BAR TABLES

30"–VTK
36"–VTP

30"–VTJ
36"–VTN

36"–VTW

30MHSB

VTG

VTB

VTC

30"–WTK
36"–WTP

30"–WTJ
36"–WTN

WTW

30MHTB

WTS

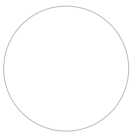
WTB

WTC

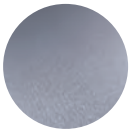
TABLE TOP OPTIONS

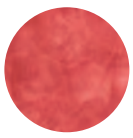
MAPLE

GRAPHITE NEBULA


WHITE LAMINATE

MAHOGANY


SILVER TEXTURED


BRUSHED RED

BRUSHED BLUE

BAR TABLES

Standard Black Base
30" Round 42"H
VTK Maple Top
VTJ Graphite Nebula Top
30MHSB Mahogany Top
VTG Silver Textured Top
VTB Brushed Red Top
VTC Brushed Blue Top

Standard Black Base
36" Round 42"H
VTP Maple Top
VTN Graphite Nebula Top
VTW White Laminate Top

Tulip Chrome Base
30" Round 42"H
WTK Maple Top
WTJ Graphite Nebula Top
30MHTB Mahogany Top
WTS Silver Textured Top
WTB Brushed Red Top
WTC Brushed Blue Top

Tulip Chrome Base
36" Round 42"H
WTP Maple Top
WTN Graphite Nebula Top
WTW White Laminate Top

CAFÉ TABLES

30"–ZTK
36"–ZTP

30"–ZTJ
36"–ZTN

ZTQ

30MHSC

ZTG

ZTB

ZTC

30"–XTK
36"–XTP

30"–XTJ
36"–XTN

XTR

30MHTC

XTS

XTB

XTC

SAMPLE BAR TABLE SETS

CAFÉ TABLES

Standard Black Base
30" Round 29"H
ZTK Maple Top
ZTJ Graphite Nebula Top
30MHSC Mahogany Top
ZTG Silver Textured Top
ZTB Brushed Red Top
ZTC Brushed Blue Top

Standard Black Base
36" Round 29"H
ZTP Maple Top
ZTN Graphite Nebula Top
ZTQ White Laminate Top

Tulip Chrome Base
30" Round 29"H
XTK Maple Top
XTJ Graphite Nebula Top
30MHTC Mahogany Top
XTS Silver Textured Top
XTB Brushed Red Top
XTC Brushed Blue Top

Tulip Chrome Base
36" Round 29"H
XTP Maple Top
XTN Graphite Nebula Top
XTR White Laminate Top

TRAINING ROOM

MERLIN

WD3

BOOKCASES & PRODUCT DISPLAYS

PMB36

PMB42

PDL

36"– PDL36W
42"– PDL42W

BC6

BC7

36"– PDL36B
42"– PDL42B

ET2

ET1

UTILITY CHAIRS

SY1

DF1

TRAINING ROOM

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

BOOKCASES & PRODUCT DISPLAYS

Plastic Pedestal
Black
PMB36 24"L 24"D 36"H
PMB42 24"L 24"D 42"H

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

Powered Locking Pedestal
White
PDL36W
24"L 24"D 36"H
PDL42W
24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Granite
36"L 13"D 71"H

Powered Locking Pedestal
Black
PDL36B
24"L 24"D 36"H
PDL42B
24"L 24"D 42"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

UTILITY CHAIRS

SY1 Altura Steno Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

DESKS & CREDENZAS

JD6

JD7

CR6

CR7

FILES

VF4

VF2

L26

L27

FRIDGES

R1R

R1Q

DESKS & CREDENZAS

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Granite
60"L 30"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Granite
72"L 24"D 29"H

FILES

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Granite
36"L 20"D 29"H

FRIDGES

R1R Refrigerator
White
14.0 cubic feet
28"L 28"D 64"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

MOBILE TABLET STANDS

TBBCHR

TBSHLF

TBPNTR

TBSTDW

TBSTND

LAMPS

LA15

LA14

LIGHTED PRODUCTS

LED color guide

CUBL20

CUBTBL

MOBILE TABLET STAND ACCESSORIES

TBBCHR Brochure Holder
Black
8.625"L 1.1"D 11.325"H

TBSHLF Charging Shelf
Black
14.85"L 7.17"D 1"H

TBPNTR Wireless Printer Holder
Black
3.3"L 1.9"D 5.28"H

MOBILE TABLET STANDS

TBSTDW Mobile Tablet Stand
White
14"L 13"D 44.5"H

TBSTND Mobile Tablet Stand
Black
14"L 13"D 44.5"H

LAMPS

LA15 Mason Floor Lamp
Brushed Silver
18" Round 55"H

LA14 Mason Table Lamp
Brushed Silver
16" Round 26"H

LIGHTED PRODUCTS

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

BARS

BRC

BR1

Suggested Uses of Martini Bar

BARS

BRC Martini Bar Circle
Comprised of three
BR1 Martini Bars
100"L 100"D 45"H

BR1 Martini Bar
67"L 22"D 45"H

Noticeably Superior Solutions

24 hours a day, 7 days a week, 365 days a year

Nationwide Service

CORT Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings. Our nationwide distribution and professional staff is dedicated to the success of your exhibit. Make CORT Trade Show Furnishings your furniture solution.

CORT®

© 2015 CORT. A Berkshire Hathaway Company.

ORDER INFORMATION		PAYMENT INFORMATION		DELIVERY INFORMATION	
EXHIBITING COMPANY:		ORDER TOTAL:	$ -	SHOW NAME:	
ADDRESS:		LATE ORDER FEE (ADD 30%):	$ -	BOOTH NUMBER (S)	
		STATE TAX: (EXCLUDING NV & CA)	$ -	VENUE:	
PHONE:	FAX:	TOTAL DUE:	$ -	SHOW DATE:	
CONTACT:		CREDIT CARD:		EXP:	
EMAIL ADDRESS:		SIGNATURE:			
AUTHORIZED BY:		NAME: (PRINT)			

Brede NATIONAL EXPOSITION SERVICES

CODE	QTY	ITEM	DESCRIPTION	2014	EXTENDED
Sofas, Sectionals, Loveseat's & Chairs					
SO 1		SOFA (ONLY)	SOUTH BEACH, PLATINUM SUEDE	$ 467	$ -
SO 2		3 PIECE SECTIONAL	SOUTH BEACH, PLATINUM SUEDE	$ 1,019	$ -
SO C		SOFA	LISBON, BLACK LEATHER	$ 541	$ -
LS C		LOVESEAT	LISBON, BLACK LEATHER	$ 488	$ -
CH C		CHAIR	LISBON, BLACK LEATHER	$ 359	$ -
SO N		SOFA	MARRAKESH	$ 440	$ -
CH N		CHAIR	MARRAKESH	$ 312	$ -
SFA002		SOFA	Allegro Sofa, Blue Fabric	$ 492	$ -
CHR002		CHAIR	Allegro Chair, Blue Fabric	$ 332	$ -
SFA003		SOFA	Roma Sofa - White Vinyl	$ 592	$ -
CHR003		CHAIR	Roma Chair, White Vinyl	$ 386	$ -
SFA001		SOFA	Mirabel Sofa, Brown Leather	$ 592	$ -
CHR001		CHAIR	Mirabel Chair, Brown Leather	$ 386	$ -
SO M		SOFA	KEY WEST, BLACK	$ 412	$ -
LS M		LOVESEAT	KEY WEST, BLACK	$ 365	$ -
SE D		3 PIECE SECTIONAL	NEWPORT, CHARCOAL LEATHER	$ 1,052	$ -
LS D		LOVESEAT	NEWPORT, CHARCOAL LEATHER	$ 470	$ -
CH D		ARMLESS CHAIR	NEWPORT, CHARCOAL LEATHER	$ 259	$ -
CO D		CORNER CHAIR	NEWPORT, CHARCOAL LEATHER	$ 323	$ -
MP S		SOFA (MINATURE)	MEMPHIS, BLACK	$ 387	$ -
MP C		CHAIR (MINATURE)	MEMPHIS, BLACK	$ 275	$ -
Bars & Barstools					
BC E		BARSTOOL	ICE BARSTOOL, TRANSPARENT	$ 164	$ -
BS N		BARSTOOL	JETSON, BLACK	$ 200	$ -
BS D		BARSTOOL	OSLO, BLUE	$ 186	$ -
BS C		BARSTOOL	OSLO, WHITE	$ 186	$ -
BS T		BARSTOOL	BANANA, WHITE / CHROME LEG	$ 178	$ -
BS S		BARSTOOL	BANANA, BLACK / CHROME LEG	$ 178	$ -
BS L		BARSTOOL	GIN, MAPLE / CHROME LEG	$ 141	$ -
BS 3		BARSTOOL	OHIO, GREY, CHROME LEG	$ 133	$ -
BS 1		BARSTOOL	OHIO, RED / CHROME LEG	$ 133	$ -
BS 2		BARSTOOL	OHIO, BLACK / CHROME LEG	$ 133	$ -
BR C		BAR, COUNTER CIRCLE	MARTINI BAR CIRCLE (3)	$ 2,911	$ -
BR 1		BAR, COUNTER	MARTINI BAR	$ 1,011	$ -
BS001		BARSTOOL	Shark Swivel Barstool	$ 232	$ -
BS002		BARSTOOL	Zoey Swivel Barstool - White	$ 211	$ -
BS003		BARSTOOL	Zoey Swivel Barstool - Black	$ 211	$ -

CODE	QTY	ITEM	DESCRIPTION	2014	EXTENDED
Occasional Chairs & Ottomans					
OC A		OCCASIONAL CHAIR	T-VAC TRANSLUCIENT	$ 208	$ -
OC H		OCCASIONAL CHAIR	Madrid, Black	$ 563	$ -
BCW		OCCASIONAL CHAIR	Madrid, White	$ 562	$ -
SC10		OCCASIONAL CHAIR	Razor Chair	$ 59	$ -
OC U		OCCASIONAL CHAIR	GLOBUS	$ 288	$ -
CC E		OCCASIONAL CHAIR	ICE, TRANSPARENT, CHROME	$ 154	$ -
CH001		OCCASIONAL CHAIR	Casper Chair, Clear Acrylic	$ 134	$ -
SCC		OCCASIONAL CHAIR	Fusion - Clear/White	$ 102	$ -
SCD		OCCASIONAL CHAIR	Fusion - Green/White	$ 102	$ -
SCE		OCCASIONAL CHAIR	Fusion - Red/White	$ 102	$ -
SCF		OCCASIONAL CHAIR	Fusion - Black/White	$ 102	$ -
OC B		TUB CHAIR	KEY WEST, BLACK	$ 299	$ -
CDYTB		OCCASIONAL TABLE	Candy Table - White/Balck	$ 152	$ -
CUBTBL		LIGHTED TABLE	Edge LED Cube Table	$ 148	$ -
CUBL20		OTTOMAN	Edge Lighted Cube - Plastic	$ 146	$ -
OT S		WEDGE OTTOMAN	SOUTH BEACH, PLATINUM SUEDE	$ 180	$ -
OT Q		OTTOMAN	SQUARE, WHITE LEATHER	$ 248	$ -
OT N		OTTOMAN	BENCH, WHITE LEATHER	$ 278	$ -
OT L		OTTOMAN	HALF ROUND, WHITE LEATHER	$ 290	$ -
OT P		OTTOMAN	SQUARE, BLACK LEATHER	$ 249	$ -
OT M		OTTOMAN	BENCH, BLACK LEATHER	$ 278	$ -
OT K		OTTOMAN	HALF ROUND, BLACK LEATHER	$ 290	$ -
CC Z		OTTOMAN	LEATHER CIRCLE BLACK / WHITE	$ 452	$ -
CC B		OTTOMAN	LEATHER CIRCLE, BLACK	$ 452	$ -
CC W		OTTOMAN	LEATHER CIRCLE, WHITE	$ 452	$ -
OT H		OTTOMAN	CUBE, BLACK LEATHER	$ 84	$ -
OS C		OTTOMAN	CUBE, WHITE LEATHER	$ 84	$ -
PUZ2SW		OTTOMAN	Puzzle Bench	$ 232	$ -
VIB02		OTTOMAN	Vibe Cube Ottoman - Blue Vinyl	$ 98	$ -
VIB04		OTTOMAN	Vibe Cube Ottoman - Red Vinyl	$ 98	$ -
VIB03		OTTOMAN	Vibe Cube Ottoman - Pink Vinyl	$ 98	$ -
VIB05		OTTOMAN	Vibe Cube Ottoman - Yellow Vinyl	$ 98	$ -
VIB07		OTTOMAN	Vibe Cube Ottoman - Champagne Vinyl	$ 98	$ -
VIB01		OTTOMAN	Vibe Cube Ottoman - Green Vinyl	$ 98	$ -
VIB08		OTTOMAN	Vibe Cube Ottoman - Orange	$ 98	$ -
VIB06		OTTOMAN	Vibe Cube Ottoman - Gold/Bronze Vinyl	$ 98	$ -

LATE ORDERS:

- Orders received within 14-days prior to show opening wll incur a 30% late fee.

CANCELLATIONS:

- If cancelled within 14-days prior to move-in, a 50% charge will be applied.
- Cancellations made after move-in begins will receive no refund.

PAYMENT:

- All orders must be received with full payment no later than 14 days prior to the show.
- Payment may be made by credit card, or check on a U.S. Bank
- Additional drayage charges may apply from the Contractor. Refer to your Exhibitor Manual.

Please fax or mail both copies to:

NEW YORK

550 MEADOWLANDS PKWY. #3
Secaucus, NJ 07094
PHONE: 201-392-0228 FAX: 201-392-0772

Brede National 2014 - Proprietary and Confidential, All Right reserved. CTSF

CODE	QTY	ITEM	DESCRIPTION	2014	EXTENDED
Occasional Cocktail & End Tables					
C1 W		COCKTAIL TABLE	SYDNEY, WHITE TOP	$ 212	$ -
C1 Y		COCKTAIL TABLE	SYDNEY, BLACK TOP	$ 212	$ -
C1 E		COCKTAIL TABLE	SILVERADO, GLASS TOP	$ 197	$ -
C1 D		COCKTAIL TABLE	SOHO, CHOCOLATE TOP	$ 281	$ -
C1 K		COCKTAIL TABLE	INSPIRATION, GLASS TOP	$ 226	$ -
C1 F		COCKTAIL TABLE	GEO, BLACK, GLASS TOP	$ 180	$ -
C1 C		COCKTAIL TABLE	GEO, CHROME, GLASS TOP	$ 186	$ -
COLI		Cocktail Table	Oliver Cocktail Table	$ 180	$ -
E1 W		END TABLE	SYDNEY, WHITE TOP	$ 191	$ -
E1 Y		END TABLE	SYDNEY, BLACK TOP	$ 191	$ -
E1 E		END TABLE	SILVERADO, GLASS TOP	$ 186	$ -
E1 D		END TABLE	SOHO, CHOCOLATE TOP	$ 253	$ -
E1 K		END TABLE	INSPIRATION, GLASS TOP	$ 215	$ -
E1 F		END TABLE	GEO, BLACK, GLASS TOP	$ 169	$ -
E1 C		END TABLE	GEO, CHROME, GLASS TOP	$ 174	$ -
EOLI		END TABLE	Oliver End Table	$ 160	$ -
Café Tables					
ZT K		CAFÉ TABLE	MAPLE, STANDARD BASE	$ 151	$ -
ZT P		CAFÉ TABLE	MAPLE 36" TOP, STANDARD BASE	$ 168	$ -
ZT J		CAFÉ TABLE	GRAPHITE NEBULA, STANDARD BASE	$ 151	$ -
ZT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	$ 168	$ -
ZT M		CAFÉ TABLE	GREY NEBULA 36" TOP, STANDARD	$ 168	$ -
ZT F		CAFÉ TABLE	SILVER METALIC, STANDARD BASE	$ 171	$ -
ZT B		CAFÉ TABLE	BRUSHED RED, STANDARD BASE	$ 151	$ -
ZT C		CAFÉ TABLE	BRUSHED BLUE, STANDARD BASE	$ 151	$ -
30MHSC		CAFÉ TABLE	Mahogany with Black Base	$ 208	$ -
30MHTC		CAFÉ TABLE	Mahogany with Tulip Chrome Base	$ 226	$ -
XT K		CAFÉ TABLE	MAPLE, TULIP CHROME BASE	$ 208	$ -
XT P		CAFÉ TABLE	MAPLE 36" TOP, TULIP BASE	$ 229	$ -
XT J		CAFÉ TABLE	GRAPHITE NEBULA, TULIP BASE	$ 208	$ -
XT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, TULIP	$ 226	$ -
XT M		CAFÉ TABLE	GREY NEBULA 36" TOP, TULIP BASE	$ 226	$ -
XT F		CAFÉ TABLE	SILVER METALIC, TULIP BASE	$ 230	$ -
XT B		CAFÉ TABLE	BRUSHED RED, TULIP BASE	$ 208	$ -
XT C		CAFÉ TABLE	BRUSHED BLUE, TULIP BASE	$ 208	$ -
Bar Tables					
VT K		BAR TABLE	MAPLE, STANDARD BASE	$ 174	$ -
VT P		BAR TABLE	MAPLE 36" TOP, STANDARD BASE	$ 180	$ -
VT J		BAR TABLE	GRAPHITE NEBULA, STANDARD BASE	$ 174	$ -
VT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	$ 180	$ -
VT M		BAR TABLE	GREY NEBULA 36" TOP, STANDARD	$ 180	$ -
VT F		BAR TABLE	SILVER METALIC, STANDARD BASE	$ 197	$ -
VT B		BAR TABLE	BRUSHED RED, STANDARD BASE	$ 174	$ -
VT C		BAR TABLE	BRUSHED BLUE, STANDARD BASE	$ 174	$ -
30MHSB		BAR TABLE	Mahogany with Black Base	$ 217	$ -
30MHTB		BAR TABLE	Mahogany with Tulip Chrome Base	$ 243	$ -
WT K		BAR TABLE	MAPLE, TULIP CHROME BASE	$ 221	$ -
WT P		BAR TABLE	MAPLE 36" TOP, TULIP BASE	$ 243	$ -
WT J		BAR TABLE	GRAPHITE NEBULA, TULIP BASE	$ 221	$ -
WT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, TULIP	$ 243	$ -
WT M		BAR TABLE	GREY NEBULA 36" TOP, TULIP BASE	$ 243	$ -
WT F		BAR TABLE	SILVER METALIC, TULIP BASE	$ 243	$ -
WT B		BAR TABLE	BRUSHED RED, TULIP BASE	$ 221	$ -
WT C		BAR TABLE	BRUSHED BLUE, TULIP BASE	$ 221	$ -
Training Room					
TBSTDW		MOBILE STAND	Mobile Tablet Stand White	$ 152	$ -
TBSTND		MOBILE STAND	Mobile Tablet Stand Black	$ 152	$ -
TBBCHR		MOBILE STAND	Brochure Holder	$ 49	$ -
TBSHLF		MOBILE STAND	Charging Shelf	$ 49	$ -
TBPNTR		MOBILE STAND	Wireless Printer Holder	$ 49	$ -
CP5		COMPUTER TABLE	GRAPHITE NEBULA	$ 290	$ -
PO3		KIOSK	BLACK & MAPLE	$ 348	$ -
PO1		PODIUM	LECTURN, CHERRY	$ 221	$ -
WD 2		WRITING DESK	GRAPHITE	$ 255	$ -
Product Displays, Lamps, & Refrigerators					
ET 2		ETAGERE	BLACK	$ 249	$ -
ET 1		ETAGERE	SILVER	$ 249	$ -
PMB36		Pedestals	Molded Plastic Pedestal, 24"x36"	$ 288	$ -
PMB42		Pedestals	Molded Plastic Pedestal, 24"x42"	$ 340	$ -
TRW		Lamp	Trovato Floor Lamp - White	$ 108	$ -
TRH		Lamp	Trovato Table Lamp - White	$ 160	$ -
LA15		Lamp	Mason Floor Lamp - Brushed Silver	$ 160	$ -
LA14		Lamp	Mason Table Lamp - Brushed Silver	$ 108	$ -
R1 R		REFRIGERATOR	14.0 CUBIC, WHITE	$ 609	$ -
R1 Q		REFRIGERATOR	4.0 CUBIC, WHITE	$ 203	$ -

Brede National 2014 - Proprietary & Confidential, CTSF. All rights reserved.

CODE	QTY	ITEM	DESCRIPTION	2014	EXTENDED
Conference Chairs, Stacking & Utility Seating					
SC 9		SIDE CHAIR	PANTON, WHITE	$ 140	$ -
SC 8		SIDE CHAIR	FLEX, WITH WHEELS	$ 116	$ -
SC 1		SIDE CHAIR	NEW YORK, ONYX & MAPLE	$ 133	$ -
SC 4		SIDE CHAIR	JETSON, BLACK	$ 133	$ -
SC 6		SIDE CHAIR	MANHATTAN, OYSTER	$ 162	$ -
SC 2		SIDE CHAIR	BREWER, GREY, CHROME BASE	$ 124	$ -
SC 3		SIDE CHAIR	BREWER, ONYX, CHROME BASE	$ 124	$ -
SC 5		SIDE CHAIR	TILT EXECUTIVE, ONYZ BLACK	$ 235	$ -
SC10		SIDE CHAIR	RAZOR CHAIR	$ 59	$ -
CO 4		GUEST CHAIR	ISO MESH, BLACK	$ 221	$ -
XC 3		GUEST CHAIR	LUXOR, BLACK LEATHER	$ 261	$ -
XC 2		MID BACK EXECUTIVE	LUXOR, BLACK LEATHER	$ 284	$ -
XC 1		HIGH BACK EXECUTIVE	LUXOR, BLACK LEATHER	$ 302	$ -
XC 6		GUEST CHAIR	ALTURA, BLACK CLOTH	$ 232	$ -
XC 5		MID BACK EXECUTIVE	ALTURA, BLACK CLOTH	$ 255	$ -
XC 4		HIGH BACK EXECUTIVE	ALTURA, BLACK CLOTH	$ 278	$ -
OTO		HIGH BACK EXECUTIVE	OTTO, BLACK LEATHER	$ 318	$ -
CS 8		STACK CHAIR	BERLIN, BLACK & WHITE	$ 81	$ -
CS 9		STACK CHAIR	BERLIN, RED & WHITE	$ 81	$ -
SY 1		TASK CHAIR	ALTURA, BLACK CLOTH	$ 145	$ -
DF 1		DRAFTING STOOL	ALTURA, BLACK CLOTH	$ 215	$ -
Desks, Bookcases, Credenzas & Files					
JD 6		EXECUTIVE DESK	MAHOGANY	$ 406	$ -
JD 7		EXECUTIVE DESK	GRAPHITE	$ 388	$ -
CR 6		CREDENZA	MAHOGANY, STORAGE	$ 406	$ -
CR 7		CREDENZA	GRAPHITE, STORAGE	$ 383	$ -
BC 6		BOOKCASE	MAHOGANY, 72"	$ 248	$ -
BC 7		BOOKCASE	GRAPHITE, 72"	$ 243	$ -
L2 6		LATERIAL FILE	MAHOGANY	$ 308	$ -
L2 7		LATERIAL FILE	GRAPHITE	$ 297	$ -
VF 4		VERTICAL FILE	4 DRAWER, METAL	$ 191	$ -
VF 2		VERTICAL FILE	2 DRAWER, METAL	$ 140	$ -
Conference Tables					
CE 2		CONFERENCE TABLE	GEO, RECTANGLE CHROME, GLASS	$ 302	$ -
CF 2		CONFERENCE TABLE	GEO, RECTANGLE BLACK, GLASS	$ 290	$ -
CE 1		CONFERENCE TABLE	GEO, SQUARE CHROME, GLASS	$ 208	$ -
CF 1		CONFERENCE TABLE	GEO, SQUARE BLACK, GLASS	$ 197	$ -
CG 1		CONFERENCE TABLE	MANHATTAN, GLASS, BLACK	$ 214	$ -
CB 2		CONFERENCE TABLE	6" GRAPHITE NEBULA	$ 234	$ -
CB 3		CONFERENCE TABLE	8" GRAPHITE NEBULA	$ 394	$ -
CD 2		CONFERENCE TABLE	6' GREY NEBULA	$ 324	$ -
CD 3		CONFERENCE TABLE	8' GREY NEBULA	$ 394	$ -
CC 5		CONFERENCE TABLE	42" ROUND MAHOGANY	$ 266	$ -
CC 6		CONFERENCE TABLE	6' MAHOGANY	$ 301	$ -
CC 7		CONFERENCE TABLE	8' MAHOGANY	$ 371	$ -
CC 8		CONFERENCE TABLE	10' MAHOGANY	$ 591	$ -
CB 1		CONFERENCE TABLE	42" ROUND GRAPHITE NEBULA	$ 267	$ -
CD 1		CONFERENCE TABLE	42" ROUND GREY NEBULA	$ 267	$ -
CT06GR		CONFERENCE TABLE	Conf Table, Granite, 6-Foot	$ 234	$ -
CT08GR		CONFERENCE TABLE	Conf Table, Granite, 8-Foot	$ 284	$ -
CT10GR		CONFERENCE TABLE	Conf Table, Granite, 10-Foot	$ 426	$ -
OCT6W		Conference Table	6' Nova Oval Conference Table, White w/Chrome Legs	$ 397	$ -
Communal Tables					
G30BMW		Communal Table	G-30 Bar Table w/grommets - Maple	$ 475	$ -
G30BMS		Communal Table	G-30 Bar Table, solid - Maple	$ 475	$ -
G30BWW		Communal Table	G-30 Bar Table, w/grommets - White	$ 475	$ -
G30BWS		Communal Table	G-30 Bar Table, solid - White	$ 475	$ -
G30DMW		Communal Table	G-30 Café Table, w/grommets - Maple	$ 380	$ -
G30DMS		Communal Table	G-30 Café Table, solid - Maple	$ 380	$ -
G30DWW		Communal Table	G-30 Café Table, w/grommets - White	$ 380	$ -
G30DWS		Communal Table	G-30 Café Table, solid - White	$ 380	$ -
G30CMW		Communal Table	G-30 Cocktail Table, w/grommets - Maple	$ 255	$ -
G30CMS		Communal Table	G-30 Cocktail Table, solid - Maple	$ 255	$ -
G30CWW		Communal Table	G-30 Cocktail Table, w/grommets - White	$ 255	$ -
G30CWS		Communal Table	G-30 Cocktail Table, solid - White	$ 255	$ -
Meeting Chairs					
OCMESP		MEETING CHAIR	Meeting Chair Espresso	$ 145	$ -
OCMTAU		MEETING CHAIR	Meeting Chair Taupe	$ 115	$ -

Page 1 Sub Total	
Page 2 Sub Total	
Order Total, add to top of Page 1	$ -